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ABSTRACT

One of 10 publications from a long-range vocational education planning project, this dictionary is designed to help the planner identify vocation planning data elements and organize them for storage and easy accessibility. This publication serves to identify and describe (1) those data elements required to support current planning and administrative needs, (2) certain data elements anticipated as being required for future planning products, (3) certain data elements commonly maintained by institutions for operational and reporting purposes, and (4) certain terms that are needed to help identify institutional characteristics for exchange purposes that are not generally included in an institutional data file. Many of the data elements permit the inclusion of institutionally defined categories within the particular data element. This dictionary is a revised and edited version of a similar document developed by the National Center for Higher Education Management Systems (NCHEMS), but the final section contains data elements for community variables which are not included in the NCHEMS document. (BL)

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ED143842

# DATA ELEMENT DICTIONARY

# FOR

# VOCATIONAL EDUCATION

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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CE 012 429

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# FORWARD

A primary mission of the long-range vocational education planning project at Michigan State University is to assist secondary vocational education institutions with the development of improved resource allocation and management systems.

The developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current planning and administrative needs.
2. Certain data elements anticipated as being required for future planning products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.
4. Certain terms that are needed to help identify institutional characteristics for exchange purposes that are not generally included in an institutional data file.

Because the primary intent of this document is the identification of data elements, many of the data elements permit the inclusion of institutionally defined categories within the particular data element.

# INTRODUCTION

The Data Element Dictionary For Vocational Education is a revised and edited version of a similar document developed by the National Center for Higher Education Management Systems (NCHEMS) under the coordination of the Western Interstate Commission for Higher Education. The planning team acknowledges the use of the NCHEMS document and expresses its gratitude to the NCHEMS organization for making this and other of its products available to the public for the purpose of improving planning in education.

The Long-Range Vocational Education Planning Project has adopted the NCHEMS format contained in the Data Element Dictionary for three reasons. First, the basic format itself brings conceptual continuity to the difficult task of planning varied vocational education and training programs. Secondly, vocational education, as an education field of study, is in the rather unique situation of having its programs delivered at two levels: secondary, and to an increasing extent, postsecondary in both two and four-year institutions. Since many postsecondary institutions may already be familiar with the NCHEMS approach, it is hoped that the further extension of this basic format may aid in potential coordination efforts.

The final section (part VI) of the Data Element Dictionary contains data elements for community variables which are not included in the original NCHEMS document. This section differs from other sections in that it is organized around information about groups of people, not individuals. This is necessary because vocational education is of necessity closely to the "real world" environment, especially the world of work, than other educational programs. Part VI is designed to provide the means for including community and work-related information in the vocational education planning, assisted the secondary education system in forming the vital link between education and work.

The *Data Element Dictionary For Vocational Education* provides a sound planning base from which new efforts and developments in vocational education can be systematically incorporated into present program activities. It brings to the program planner all the structural aspects of program design which must be dealt with for successful program implementation. Lastly, the Data Element dictionary will assist the user in the development of a total planning perspective which can be applied to the challenging problems arising out of program planning for vocational education.

# DATA ELEMENT DICTIONARY: COURSE

1.1.1

## COURSE-RELATED DATA ELEMENTS

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## Part I
## CHAPTER I

# COURSE-RELATED DATA ELEMENTS
## DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to courses and their sections.

For purposes of the Data Element Dictionary, a course is defined as:

> *An organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually one year) and for which credit toward graduation is usually given.*

A section is defined as:

1) *A group of students who are scheduled to meet together for instruction as a regularly scheduled, organized class with one or more instructors, or,*

2) *A group of students or a single student assigned to one or more instructors for independent or supervised study under a specified course number. (Co-op programs)*

Note: Separate sections should be identified for each different type of instruction, even though the same group of students is involved.

The course-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient present and examination. *The numbers attached to the elements are intended only to facilitate indentification and location of the elements and have no implication for standard coding practices.* The three blocks of course-related data elements are:

1. 1001-1099 Course Attribute Data

   This block of data elements contains information about each course offered by the institution.

2. 1101-1199 Section Attribute Data

   This block includes data elements that describe information on all sections associated with each course. There may be one or more section attribute data blocks associated with each course.

3. 1201-1299 Section Resource Data

This block of data elements includes information pertaining to the resources associated with each section. There may be one or more section resource data blocks associated with each section, or subset thereof.

Normally, institutions would wish to maintain these blocks of data elements historically and thus retain information on each course for every term it was offered.

These three data blocks are arranged in a hierarchy as illustrated below.

A. Course Attribute Data$_1$

    1. Section Attribute Data$_{11}$

        a. Section Resource Data$_{111}$

        b. Section Resource Data$_{112}$

.
.
.

    2. Section Attribute Data$_{12}$

        a. Section Resource Data$_{121}$

        b. Section Resource Data$_{122}$

.
.
.

B. Course Attribute Data$_2$

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.
.

The underlying premise in this hierarchical structure is that each individual course would have one block of course attribute data associated with it. In addition, each course would have one or more sections, with each section having one block of section attribute data elements. Each section would also have one or more section resource data blocks associated with it. Because all elements in the section resource data block would not necessarily have multiple occurrences for any given section, institutions might wish to repeat only those data elements that occur more than once. Institutions should structure their data bases in such a manner as to link these three data blocks in an appropriate manner for each course.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

5. Uses: An identification of various planning that require,or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by another planning product. Most data elements fall into this latter category.

6. Date Issued: Indicates calendar data on which the planning team released this version of the data element. Institutions may wish to use the "date issued" space for those data elements they have added to the Data Element Dictionary.

## Part I

## CHAPTER II

## CCURSE-RELATED DATA ELEMENTS

## INDICES

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Part I

## CHAPTER III

## COURSE-RELATED DATA ELEMENTS

### COURSE ATTRIBUTE DATA

| DED No. | Title |
|---|---|
| 1001 | Organizational Unit |
| 1002 | Joint Offering Identifier |
| 1003 | Discipline |
| 1004 | Course Identifier |
| 1005 | Course Title |
| 1006 | Course Level |
| 1007 | Course Enrollment |
| 1008 | Program Identifier |
| 1009 | Program Category Identifier |
| 1010 | Program Sector Identifier |
| 1011 | Course Credits |
| 1012 | Course Contact Hours |
| 1013 | Course Duration |
| 1014 | Term Date - Beginning |
| 1015 | Term Date - Ending |
| 1016 | Course Date - Beginning |
| 1017 | Course Date - Ending |
| 1018 | Grading System |
| 1019 | Special Course Fee |

A separate block of data is required for each course each term. This data should be linked to the Section attribute data (Data Element Dictionary, Course Section, Chapter IV), and the Section Resource Data (Data Element Dictionary, Course Section, Chapter V).

# DATA ELEMENT DICTIONARY

1001

ELEMENT NUMBER

**ELEMENT TITLE:** Organizational Unit

**DEFINITION:**

The department or other organizational division that has fiscal, programmatic, and administrative responsibility for a specified set of activities.

**CODES, CATEGORIES, AND COMMENTS:**

This is an institutionally defined standard that should be consistent throughout all uses and files. This element corresponds to elements 2204, 3010, and 4023.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1002

ELEMENT NUMBER

**ELEMENT TITLE:** Joint Offering Identifier

**DEFINITION:**

The identifier(s) of other organizational units that participate in sponsoring the course.

**CODES, CATEGORIES, AND COMMENTS:**

This element should include Organizational Unit and Course Identifier as defined by data elements 1001 and 1004.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1003

ELEMENT NUMBER

**ELEMENT TITLE:** Discipline

**DEFINITION:**

A subject field of teaching, learning, or training.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1004
**ELEMENT NUMBER**

**ELEMENT TITLE:** Course Identifier

**DEFINITION:**

The official number or other identifier that serves to uniquely identify a course.

**CODES, CATEGORIES, AND COMMENTS:**

May include prefix and/or suffix. This element is linked to element 1101. This element corresponds to elements 4407, and 5402, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1005

ELEMENT NUMBER

**ELEMENT TITLE:** Course Title

**DEFINITION:**

The official name for a course as it appears in the institutional catalog.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1006

ELEMENT NUMBER

**ELEMENT TITLE:** Course Level

**DEFINITION:**

The institutional categorization for the level of offering of a specific course.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1007

**ELEMENT NUMBER**

**ELEMENT TITLE:** Course Enrollment

**DEFINITION:**

The total number of students registered in the course.

**CODES, CATEGORIES, AND COMMENTS:**

Headcount number of students. This is an unduplicated count of the summation of section enrollments.

Each individual should be counted only once.

**USES:**

**DATE ISSUED:** April, 1976

# DATA ELEMENT DICTIONARY

1008

ELEMENT NUMBER

**ELEMENT TITLE:** Program Identifier

**DEFINITION:**

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program under which the course is offered.

**CODES, CATEGORIES, AND COMMENTS:**

The first two digits of the Program Classification Structure code. The program identifiers that are appropriate in the case of classifying the courses are:

| Code | Title |
|---|---|
| 11 | General Academic Instruction |
| 12 | Occupational and Vocational Instruction |
| 13 | Special Session Instruction |
| 14 | Extension (for Credit) Instruction |
| 31 | Community Education |
| 52 | Supplementary Education |

This element is linked to data elements 1009 and 1010. This element corresponds to elements 2205, 3007, and 4403, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 1009 | ELEMENT NUMBER |

**ELEMENT TITLE:** Program Category Identifier

**DEFINITION:**

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function under which the course is offered.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to data elements 1008 and 1010. This element corresponds to elements 2206, 3008 and 4404, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 1010 | ELEMENT NUMBER |

**ELEMENT TITLE:** Program Sector Identifier

**DEFINITION:**

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of a course.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 1008 and 1009. It corresponds to elements 1006, 3009, and 4405 and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1011

ELEMENT NUMBER

**ELEMENT TITLE:** Course Credits

**DEFINITION:**

The numerical credit value offered for a course.

**CODES, CATEGORIES, AND COMMENTS:**

| | | |
|---|---|---|
| 00.00 | No Credit Offered | No credit imputed for exchange purposes, i.e., preparatory courses. |
| XX.XX | Actual Credit | Credits offered for successful course completion. |
| 99.99 | Variable Credit Offered | Institutionally defined. |

This element corresponds to element 5404, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April, 1976

# DATA ELEMENT DICTIONARY

1012
**ELEMENT NUMBER**

**ELEMENT TITLE:** Course Contact Hours

**DEFINITION:**

The number of hours this section/course is scheduled to meet within a specified time period.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made.

Common usage of this element is in terms of weekly student contact hours.

> Weekly Student Contact Hour: A unit of measure that represents one hour of scheduled instruction given to one student in one week. Total weekly student contact hours for a course level within a discipline are calculated by multiplying the number of hours per week each course or section is scheduled to meet by the number of students enrolled in that course or section and aggregating the totals by course level.

This element is linked to element 1106.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1013

ELEMENT NUMBER

**ELEMENT TITLE:** Course Duration

**DEFINITION:**

The period of time over which the course/section is scheduled.

**CODES, CATEGORIES, AND COMMENTS:**

This element is usually expressed in number of weeks. Typically includes the testing period but not vacation time. Therefore, "Course Duration" does not necessarily match the time elapsed between course starting and ending times.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1014

ELEMENT NUMBER

**ELEMENT TITLE:** Term Date - Beginning

**DEFINITION:**

The calendar date on which the term begins.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., September 12, 1973 = 730912.

See Appendix 5.

This element is linked to element 1015.

**USES:**

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# DATA ELEMENT DICTIONARY

1015

**ELEMENT NUMBER**

**ELEMENT TITLE:** Term Date - Ending

**DEFINITION:**

The calendar date on which the term ends.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., January 29, 1974 = 740129.

See Appendix 5.

This element is linked to element 1014.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1016

ELEMENT NUMBER

**ELEMENT TITLE:** Course Date - Beginning

**DEFINITION:**

The calendar date on which the course begins.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., September 14, 1973 = 730914.

See Appendix 5.

This element is linked to element 1017.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1017

**ELEMENT NUMBER**

**ELEMENT TITLE:** Course Date - Ending

**DEFINITION:**

The calendar date on which the course ends.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD: e.g., January 23, 1974 = 740123.

See Appendix 5.

This element is linked to element 1016.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1018

**ELEMENT NUMBER**

**ELEMENT TITLE:** Grading System

**DEFINITION:**

The institutionally accepted manner for evaluating a student's performance or achievement in the course.

**CODES, CATEGORIES, AND COMMENTS:**

Alternative grading systems are:

1. A, B, C, D, E/F
2. Pass - Fail
3. 1 - 6
4. Etc.

Grading systems typically include techniques and/or codes reflecting the student's status with respect to the course (withdrawn-fail, incomplete)

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1019

ELEMENT NUMBER

**ELEMENT TITLE:** Special Course Fee

**DEFINITION:**

A charge to students for special items or special services to be utilized in the course.

**CODES, CATEGORIES, AND COMMENTS:**

Dollar amount, including cents. An example is an art fee for supplies consumed. The fee must be for items to be used only for this course or section. Excluded are general charges for such things as equipment breakage which apply to more than one course.

**USES:**

**DATE ISSUED:** April 1976

## Part I

## CHAPTER IV

# COURSE-RELATED DATA ELEMENTS

## SECTION ATTRIBUTE DATA

| DED No. | Title |
|---|---|
| 1101 | Section Identifier |
| 1102 | Section Size - Maximum |
| 1103 | Section Size - Actual |
| 1104 | Special Facilities and Equipment - Requirement |
| 1105 | Section Contact Hours |
| 1106 | Method of Instruction |

A separate block of data is recommended for each section of each course each term. This block of data elements should be linked to Resource Data (Data Element Dictionary, Course Section, Chapter V).

# DATA ELEMENT DICTIONARY

1101
**ELEMENT NUMBER**

**ELEMENT TITLE:** Section Identifier

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the section of the course.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to elements 4408 and 5403, and should be consistent throughout all uses and files.

This element should be linked to element 1004.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1102

**ELEMENT NUMBER**

**ELEMENT TITLE:** Section Size - Maximum

**DEFINITION:**

The maximum number of students that can be enrolled in/assigned to a section of a course.

**CODES, CATEGORIES, AND COMMENTS:**

Maximum headcount number of individuals. May be dictated by instruction or facility requirements.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1103

**ELEMENT NUMBER**

**ELEMENT TITLE:** Section Size - Actual

**DEFINITION:**

The actual number of students enrolled in/assigned to a section of a course.

**CODES, CATEGORIES, AND COMMENTS:**

Actual headcount number of individuals.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1104

ELEMENT NUMBER

**ELEMENT TITLE:** Special Facilities and Equipment - Requirement

**DEFINITION:**

A code which indicates a requirement for special structural features, arrangements, utilities, fixed equipment, or appliances in order to carry out the necessary activities of the section.

**CODES, CATEGORIES, AND COMMENTS:**

An institutionally defined code that specifies special requirement needs for the section; i.e., Special Laboratory, Audio/Visual Equipment, Television (closed circuit), Computer-Assisted Instruction.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1105

**ELEMENT NUMBER**

**ELEMENT TITLE:** Section Contact Hours

**DEFINITION:**

The number of hours this section/course is scheduled to meet within a specified time period.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made; e.g., independent study. Common usage of this element is in terms of weekly student contact hours.

This element is linked to element 1012.

**USES:**

**DATE ISSUED:** April 1976

| | |
|---|---|
| 1106 | ELEMENT NUMBER |

# DATA ELEMENT DICTIONARY

**ELEMENT TITLE:** Method of Instruction

**DEFINITION:**

The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment.

**CODES, CATEGORIES, AND COMMENTS:**

The following categories and definitions have been pilot tested by the Faculty Activity Analysis project and are recommended.

| Code | Category | Descriptions |
|---|---|---|
| A | Lecture | Formal presentation - primarily one-way communication. |
| B | Laboratory | Instructing, preparing, and supervising student investigations. |
| C | Recitation/ Discussion | Two-way communication of course materials. |
| D | Independent Study | Student(s) works independently with only minimal faculty direction. |
| E | Programmed Instruction | Course contents presented through programmed materials. |

**USES:**

**DATE ISSUED:** April 1976

# CHAPTER V

## COURSE-RELATED DATA ELEMENTS

## SECTION RESOURCE DATA

| DED No. | Title |
|---|---|
| 1201 | Section Instructor - Name |
| 1202 | Section Instructor - Identifier |
| 1203 | Meeting Days |
| 1204 | Meeting Time - Beginning |
| 1205 | Meeting Time - Ending |
| 1206 | Meeting Place - Building |
| 1207 | Meeting Place - Room |
| 1208 | Faculty Contact Hours |

A separate block of data is recommended for each section of each course each term. This block of data elements should be linked throughout all subsections of the Data Element Dictionary, Course Section.

# DATA ELEMENT DICTIONARY

1201
**ELEMENT NUMBER**

**ELEMENT TITLE:** Section Instructor - Name

**DEFINITION:**

The legal combination of words by which the individual responsible for the section is known.

**CODES, CATEGORIES, AND COMMENTS:**

Literal text that may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

This element corresponds to element 4001, and should be consistent throughout all files and uses. This element is linked to element 1202.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1202

**ELEMENT NUMBER**

**ELEMENT TITLE:** Section Instructor - Identifier

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the instructor responsible for this section.

**CODES, CATEGORIES, AND COMMENTS:**

Social Security number is typically used as an employee identifier. If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

This element corresponds to element 4002, and should be consistent throughout all uses and files. This element is linked to element 1201.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1203

ELEMENT NUMBER

**ELEMENT TITLE:** Meeting days

**DEFINITION:**

The day(s) of the week this section is scheduled to meet.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category |
|---|---|
| MO | Monday |
| TU | Tuesday |
| WE | Wednesday |
| TH | Thursday |
| FR | Friday |
| SA | Saturday |
| SU | Sunday |
| AR | To Be Arranged |

All meeting-related data elements (elements 1203-1207) should be linked together.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 1204 | ELEMENT NUMBER |

**ELEMENT TITLE:** Meeting Time - Beginning

**DEFINITION:**

The time of day the section commences, in 24-hour clock time.

**CODES, CATEGORIES, AND COMMENTS:**

If the beginning meeting time for each meeting day is not the same, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1205

**ELEMENT NUMBER**

**ELEMENT TITLE:** Meeting Time - Ending

**DEFINITION:**

The time of day the section ends, in 24-hour clock time.

**CODES, CATEGORIES, AND COMMENTS:**

If the ending time for each meeting day is not the same, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1206

ELEMENT NUMBER

**ELEMENT TITLE:** Meeting Place - Building

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the facility (building) where this section is scheduled to meet.

**CODES, CATEGORIES, AND COMMENTS:**

If the meeting place is not in the same building for each meeting day, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

This element corresponds to element 2001, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1207

ELEMENT NUMBER

**ELEMENT TITLE:** Meeting Place - Room

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the room in which this section is scheduled to meet.

**CODES, CATEGORIES, AND COMMENTS:**

If the meeting room is not the same on each meeting day, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled or consume no physical resources of the institution.

This element corresponds to element 2201, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

1208
**ELEMENT NUMBER**

**ELEMENT TITLE:** Faculty Contact Hours

**DEFINITION:**

The scheduled number of hours of instructional staff time spent in contact with a section for a scheduled period of time.

**CODES, CATEGORIES, AND COMMENTS:**

Scheduled number of faculty contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made.

This element is usually expressed in hours per week.

Total faculty contact hours for a course level within a discipline are calculated by summing the number of hours per week each course or section is scheduled to meet and aggregating the totals by course level.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY: FACILITIES

## FACILITIES-RELATED DATA ELEMENTS

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## Part II

## CHAPTER I

# FACILITIES-RELATED DATA ELEMENTS

# DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to the physical facilities of an institution.

For purposes of the Data Element Dictionary, a facility is defined as: *Any physical structure or space required by the institution for the performance of its programs and related activities. Included are parking areas, roads, walks, outdoor playing areas, buildings, parks, service areas, agricultural fields, and landscaped areas.*

Building is defined as: *One type of facility; a structure with a roof for permanent or temporary shelter of persons, animals, or equipment.*

Room is defined as: *A walled or partitioned usable space within a building which has 6'6" headroom or greater, which has walking access and which can be occupied.*

Land is defined as: *Unimproved real estate. (All real estate comes under this category. Improvements are to be assigned and described in the facilities file. Land is to be identified apart from all improvements.)*

Land Improvement is defined as: *A real estate improvement other than a building (e.g., a street, sidewalk, outside lighting, etc.).*

Equipment is defined as: *Those items of movable property (that which is not permanently attached to a structure) that have an acquisition cost of $500 or more and an expected service life that exceeds two years. Items of equipment meeting these specifications are classified as capital equipment.*

The definitions contained within this document are consistent with those found in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972) and Classification of Building Areas (1964). The facilities-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. *The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.* The five blocks of facilities-related data elements are:

1. 2001-2099 Facility Data

   This block includes data elements that describe characteristics common to each facility of the institution. Note: The data elements included within this block are typically related to those facilities that are buildings. However, many of these elements may also be applicable to other types of facilities such as land improvements. Data elements that are unique to facilities other than buildings have not been included.

2. 2101-2199 Building Data

   This block of data elements contains descriptive characteristics applicable to each building of the institution.

3. 2201-2299 Room Data

This block of data elements contains descriptive characteristics of assignable interior spaces of a building, i.e., each room within each building.

4. 2301-2399 Equipment Data

This block of data elements contains descriptive characteristics applicable to each piece of capital equipment at the institution.

5. 2401-2499 Land Data

This block of data elements describes characteristics of institutional real estate. All real property is to be assigned to this data block. All improvements are to be separately assigned to the Facility Data, section 2001-2099.

Facilities that are buildings would have the Facility Data block, Building Data block, and Room Data block associated with them. Associated with each building would normally be multiple Room Data blocks.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category definitions.

4. Uses: An identification of various planning products that require or are likely require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by other planning documents. Most data elements into this latter category.

## Part II

## CHAPTER II

# FACILITIES-RELATED DATA ELEMENTS

## INDICES

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|---|---|---|
| Equipment - Year of Acquisition | 2308 | 2.6.9 |
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| Facility Identifier | 2001 | 2.3.2 |
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| Land - Identifier | 2401 | 2.7.2 |
| Land - Location | 2403 | 2.7.4 |
| Land - Ownership | 2404 | 2.7.5 |
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| Ownership | 2008 | 2.3.9 |
| Program Category Identifier | 2206 | 2.5.7 |
| Program Identifier | 2205 | 2.5.6 |
| Room Accessibility | 2210 | 2.5.11 |
| Room Identifier | 2201 | 2.5.2 |
| Room Inventory Date | 2212 | 2.5.13 |

| Data Element | DED No. | Page |
|---|---|---|
| Room Use | 2202 | 2.5.3 |
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| Structural Type | 2109 | 2.4.10 |
| Year of Construction | 2006 | 2.3.7 |

# CHAPTER III

## FACILITIES-RELATED DATA ELEMENTS

## FACILITY DATA

| DED No. | Title |
|---|---|
| 2001 | Facility Identifier |
| 2002 | Facility Name |
| 2003 | Facility Name Abbreviation |
| 2004 | Gross Area |
| 2005 | Estimated Replacement Cost |
| 2006 | Year of Construction |
| 2007 | Book Value - Facility |
| 2008 | Ownership |
| 2009 | Condition |
| 2010 | Functional Suitability - Facility |
| 2011 | Location - Facility |
| 2012 | Facility Inventory Date |

A separate block of data elements should be collected for each institutional facility.

# DATA ELEMENT DICTIONARY

2001

**ELEMENT NUMBER**

**ELEMENT TITLE:** Facility Identifier

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the facility (building).

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 1206 and element 4014. This element is linked to elements 2002 and 2003.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2002

ELEMENT NUMBER

**ELEMENT TITLE:** Facility Name

**DEFINITION**

The official name for the facility.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 4015. This element is linked to elements 2001 and 2003.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2003

ELEMENT NUMBER

**ELEMENT TITLE:** Facility Name Abbreviation

**DEFINITION:**

An abbreviation of the name of the facility.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 2001 and 2002.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2004
ELEMENT NUMBER

**ELEMENT TITLE:** Gross Area

**DEFINITION:**

The total sum of the area of the facility included within its boundaries. For buildings, the gross area is equal to the sum of the floor areas of the building included within the outside faces of exterior walls for all stories or areas that have floor surfaces.

**CODES, CATEGORIES, AND COMMENTS:**

To derive this element, measure the actual gross area in square feet or acreage; i.e., building and land.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2005
**ELEMENT NUMBER**

**ELEMENT TITLE:** Estimated Replacement Cost

**DEFINITION:**

The estimated cost to replace the facility at the time of the inventory, usually determined in terms of the cost to replace the facility* at current construction rates, and in accordance with current facility codes and standard construction methods, and current accepted practices and policies of the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount (rounded to nearest whole dollar).

*If the facility is a building, the estimated replacement cost should be determined in terms of the cost to replace the building's assignable floor area at current construction costs in accordance with current building codes, standard construction methods, and currently accepted practices and policies of the institution.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2006
**ELEMENT NUMBER**

**ELEMENT TITLE:** Year of Construction

**DEFINITION:**

The calendar year in which the original facility was completed regardless of any later date of occupancy, as in the case of leased or rented facilities.

**CODES, CATEGORIES, AND COMMENTS:**

Three low-order digits of calendar year; e.g., 1972 = "972."

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2007

ELEMENT NUMBER

**ELEMENT TITLE:** Book Value - Facility

**DEFINITION:**

The dollar amount carried by the institution on its financial records as the book value of the facility.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount (rounded to nearest whole dollar). Capital improvements would usually increase the book value of the facility.

Include fixed equipment cost, site acquisition, and/or development cost in determining total book value for a facility.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2008
**ELEMENT NUMBER**

**ELEMENT TITLE:** Ownership

**DEFINITION:**

The agency with which the title to the facility rests.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category/Definition |
|---|---|
| 1 | Owned Fee Simple. |
| 2 | Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization). |
| 3 | Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.) |
| 4 | Not owned by the institution, but leased or rented to the institution at a typical local rate. |
| 5 | Not owned by the institution, but made available to the institution either at no cost or at a nominal rate. |
| 6 | Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution. |
| 7 | Not owned by the institution, but shared with a postsecondary educational institution. |
| 8 | Other (e.g., not owned by the institution, but shared with a non-educational institution). |

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2009

**ELEMENT NUMBER**

**ELEMENT TITLE:** Condition

**DEFINITION:**

The physical status and quality of the facility at the time of the inventory, based upon the best judgment of those responsible for campus development and/or state defined rates.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category | |
|---|---|---|
| 1 | Satisfactory | Suitable for continued use with normal maintenance. |
| 2 | Remodeling-A | Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the facility. |
| 3 | Remodeling-B | Requires major updating and/or modernization of the facillity. The approximate cost of Remodeling B is greater than 25%, but not greater than 50% of the estimated replacement cost of the facility. |
| 4 | Remodeling-C | Requires major remodeling of the facility. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the facility. |
| 5 | Demolition | Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, & 4. If a facility is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition. |
| 6 | Termination | Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over 1, 2, 3, & 4. If a facility is scheduled for termination, its condition is recorded as "termination," regardless of its condition. |

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). Many of these categories would be applicable only to buildings.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2010

ELEMENT NUMBER

**ELEMENT TITLE:** Functional Suitability - Facility

**DEFINITION:**

A rating for the appropriateness of the facility for its assigned activities.

**CODES, CATEGORIES, AND COMMENTS:**

An institutionally defined rating. This data element may take precendence over data element 2209 (Functional Suitability - Room).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2011

ELEMENT NUMBER

**ELEMENT TITLE:** Location - Facility

**DEFINITION:**

The institutional designation of the geographic placement of the facility.

**CODES, CATEGORIES, AND COMMENTS:**

Campus facilities often are located using the coordinates of a campus grid system.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2012

ELEMENT NUMBER

**ELEMENT TITLE:** Facility Inventory Date

**DEFINITION:**

The calendar date when this facility was added to the inventory or when the inventory for this facility was updated.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., March 1, 1949 = 490301.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# CHAPTER IV

## FACILITIES-RELATED DATA ELEMENTS

## BUILDING DATA

| DED No. | Title |
|---|---|
| 2101 | Assignable Area |
| 2102 | Nonassignable Area |
| 2103 | Custodial Area |
| 2104 | Circulation Area |
| 2105 | Mechanical Area |
| 2106 | Structural Area |
| 2107 | Initial Occupancy Date |
| 2108 | Number of Levels |
| 2109 | Structural Type |

The data elements in this chapter should be linked together. A separate block of data is recommended for each building. This block of data elements should be linked to related data blocks in Chapters III and V of the Data Element Dictionary Facilities Section.

# DATA ELEMENT DICTIONARY

2101

**ELEMENT NUMBER**

**ELEMENT TITLE:** Assignable Area

**DEFINITION:**

The sum of all areas on all floors of a building assigned to, or available for assignment to an occupant; including every type of space functionally usable by an occupant excepting those spaces defined as custodial, circulation, mechanical, and structural areas.

**CODES, CATEGORIES, AND COMMENTS:**

Actual assignable area square footage. All assignable areas should be surfaces that form the boundaries of the designated areas. Assignable areas should be calculated to the nearest square foot.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2102

ELEMENT NUMBER

**ELEMENT TITLE:** Nonassignable Area

**DEFINITION:**

That portion of the area of a building that is not available for assignment to building occupants but that instead is necessary for the general operation of the building. By definition, nonassignable area consists exclusively of the following: circulation, custodial, mechanical, and structural areas.

**CODES, CATEGORIES, AND COMMENTS:**

Actual nonassignable area square footage. This element is equal to data element 2004 (Gross Area) less data element 2101 (Assignable Area).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2103
ELEMENT NUMBER

**ELEMENT TITLE:** Custodial Area

**DEFINITION:**

That portion of the nonassignable area that is the sum of all areas of a building used for its protection, care, and maintenance.

**CODES, CATEGORIES, AND COMMENTS:**

Actual custodial area square footage. Custodial space should include such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2104
ELEMENT NUMBER

**ELEMENT TITLE:** Circulation Area

**DEFINITION:**

That nonassignable portion of a building which is required for physical access to some subdivision of space, whether directly bounded by partitions or not.

**CODES, CATEGORIES, AND COMMENTS:**

Actual circulation area square footage. Circulation space should include; but not be limited to, corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, and tunnels and bridges.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2105
ELEMENT NUMBER

**ELEMENT TITLE:** Mechanical Area

**DEFINITION:**

That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

**CODES, CATEGORIES, AND COMMENTS:**

Actual mechanical area square footage. Mechanical areas should include, but not be limited to, central utility plants, airduct shafts, boiler rooms, fixed mechanical and electrical rooms, fuel rooms, mechanical service shafts, meter and communication closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2106

ELEMENT NUMBER

**ELEMENT TITLE:** Structural Area

**DEFINITION:**

That portion of the gross area that cannot be occupied or put to use because of the presence of structural features of the building.

**CODES, CATEGORIES, AND COMMENTS:**

Structural area should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area. Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2107

ELEMENT NUMBER

**ELEMENT TITLE:** Initial Occupancy Date

**DEFINITION:**

The calendar date when this building was first occupied by the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code - YYMMDD; i.e., November 12, 1948 = 481112.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 2108 | ELEMENT NUMBER |

**ELEMENT TITLE:** Number of Levels

**DEFINITION:**

The number of floor levels in the building, including basements and sub-basements, mezzanines, and attics.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of levels. Each floor level should include some assignable area.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2109
ELEMENT NUMBER

**ELEMENT TITLE:** Structural Type

**DEFINITION:**

The major construction components of the building.

**CODES, CATEGORIES, AND COMMENTS:**

An institutionally defined set of codes that delineate possible structural categories.

**USES:**

**DATE ISSUED:** April 1976

# CHAPTER V

## FACILITIES-RELATED DATA ELEMENTS

## ROOM DATA

| DED No. | Title |
|---|---|
| 2201 | Room Identifier |
| 2202 | Room Use |
| 2203 | Assignable Square Feet |
| 2204 | Organizational Unit - Room |
| 2204 | Program Identifier |
| 2205 | Program Identifier |
| 2206 | Program Category Identifier |
| 2207 | Design Capacity |
| 2208 | Station Type |
| 2209 | Functional Suitability - Room |
| 2210 | Room Accessibility |
| 2211 | Special Facilities and Equipment - Availability |
| 2212 | Room Inventory Date |
| 2213 | Actual Number of Stations |

The elements in this block of data are to be linked together.

# DATA ELEMENT DICTIONARY

2201

ELEMENT NUMBER

**ELEMENT TITLE:** Room Identifier

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the room.

**CODES, CATEGORIES, AND COMMENTS:**

Normally, this is the room number. The Facility Identifier should be used in conjunction with the Room Identifier in order to identify the room uniquely. This element corresponds to elements 1207 and 4016.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2202

ELEMENT NUMBER

**ELEMENT TITLE:** Room Use

**DEFINITION:**

Description of the use of each room according to the standard categorization scheme presented in the Higher Education Facilities Inventory and Classification Manual.

**CODES, CATEGORIES, AND COMMENTS:**

Categorization of rooms by primary use is in accordance with the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). See Appendix 6 for codes and definitions of the categories and subcategories.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| |
|---|
| 2203 |
| ELEMENT NUMBER |

**ELEMENT TITLE:** Assignable Square Feet

**DEFINITION:**

The floor area of the room, measured between the principal surface of the walls and partitions at or near floor level.

**CODES, CATEGORIES, AND COMMENTS:**

Room assignable square footage should be computed to the nearest square foot.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2204

ELEMENT NUMBER

**ELEMENT TITLE:** Organizational Unit - Room

**DEFINITION:**

The academic department or other organizational division to which a room is assigned.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to elements 1001, 3010, and 4203, and should be consistent throughout all uses and files.

Where there are multiple uses by different departments, primary intent or major uses should be the consideration for assignment.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2205

ELEMENT NUMBER

**ELEMENT TITLE:** Program Identifier

**DEFINITION:**

The two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the activities occurring in the room contribute.

**CODES, CATEGORIES, AND COMMENTS:**

The first two digits of the Program Classification Structure code.

This element corresponds to elements 1008, 3007, and 4403, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2206

ELEMENT NUMBER

**ELEMENT TITLE:** Program Category Identifier

**DEFINITION:**

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the activities occurring in the room contribute.

**CODES, CATEGORIES, AND COMMENTS:**

Standardized program category four-digit numeric codes described in NCHEMS Program Classification Structure (Gulko, 1972).

See Appendix 1.

This element corresponds to elements 1009, 3008, and 4404. It should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2207

ELEMENT NUMBER

**ELEMENT TITLE:** Design Capacity

**DEFINITION:**

The number of stations which a room is designed to accommodate at one time when used in the manner originally intended.

**CODES, CATEGORIES, AND COMMENTS:**

This element may be a function of design capacity or some existing standard.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2208

ELEMENT NUMBER

**ELEMENT TITLE:** Station Type

**DEFINITION:**

An institutionally defined code for the type of station(s) within this room.

**CODES, CATEGORIES, AND COMMENTS:**

May include fixed or movable chairs, table seating, stools, lab stations, desks, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2209

ELEMENT NUMBER

**ELEMENT TITLE:** Functional Suitability - Room

**DEFINITION:**

An institutionally defined rating for the appropriateness of the room for its assigned activities.

**CODES, CATEGORIES, AND COMMENTS:**

This element may be overridden by the functional suitability of the building (element 2010).

Categories may include satisfactory, needs major renovation, inadequate for this program, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2210

ELEMENT NUMBER

**ELEMENT TITLE:** Room Accessibility

**DEFINITION:**

An indication of whether or not the room is accessible by a person in a wheel chair.

**CODES, CATEGORIES, AND COMMENTS:**

Although the door to a given room may be wide enough to accommodate entrance by a wheel chair, perhaps no ramp to the building or elevator is available. Hence rooms in such a building should not be coded as accessible.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| 2211 |
|---|
| ELEMENT NUMBER |

**ELEMENT TITLE:** Special Facilities and Equipment - Availability

**DEFINITION:**

A code which indicates the availability of special structural features, arrangements, utilities, fixed equipment, or appliances in a room.

**CODES, CATEGORIES, AND COMMENTS:**

An institutionally defined code that may be based on programmatic factors or maintenance factors; e.g., air conditioned, special equipment, built-in computer terminals, closed circuit TV, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2212
ELEMENT NUMBER

**ELEMENT TITLE:** Room Inventory Date

**DEFINITION:**

The calendar date when the inventory for this room was taken or updated.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., July 1, 1972 = 720701.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

**ELEMENT NUMBER** 2213

**ELEMENT TITLE:** Actual Number of Stations

**DEFINITION:**

The actual number of stations for primary occupants or users of the room.

**CODES, CATEGORIES, AND COMMENTS:**

The number of stations may be aggregated by station type.

**USES:**

**DATE ISSUED:** April 1976

# CHAPTER VI

## FACILITIES-RELATED DATA ELEMENTS

## EQUIPMENT DATA

| DED No. | Title |
|---|---|
| 2301 | Equipment Identifier |
| 2302 | Equipment Description |
| 2303 | Equipment Category |
| 2304 | Equipment Location |
| 2305 | Equipment - Organizational Unit |
| 2306 | Equipment - Ownership |
| 2307 | Equipment Inventory Date |
| 2308 | Equipment Year of Acquisition |
| 2309 | Equipment Acquisition Cost |
| 2310 | Equipment Market Value |
| 2311 | Equipment Estimated Useful Life |
| 2312 | Equipment Condition |

# DATA ELEMENT DICTIONARY

2301

**ELEMENT NUMBER**

**ELEMENT TITLE:** Equipment - Identifier

**DEFINITION:**

The official number or other identifier that serves to identify uniquely a particular piece of equipment.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 2302 and 2303.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2302

ELEMENT NUMBER

**ELEMENT TITLE:** Equipment - Description

**DEFINITION:**

The description of a particular piece of equipment.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 2301 and 2303.

Specific identifiers should be used, such as:

A. Brand name or manufacturing company

B. Model number or name

C. Serial number

D. Size

E. Material (wood, metal, plastic, etc.)

F. Special designators and specifications (electric power requirements, etc.)

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2303

**ELEMENT NUMBER**

**ELEMENT TITLE:** Equipment - Category

**DEFINITION:**

The institutionally defined identifier that serves to identify the equipment category to which the equipment item is assigned.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 2301 and 2302.

Suggested categories are:

A. Laboratory, Scientific, and Instructional Equipment

B. Motor Vehicles - Passenger

C. Motor Vehicles - Other

D. Office Equipment and Furniture

E. Equipment not Otherwise Classified.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2304

ELEMENT NUMBER

**ELEMENT TITLE:** Equipment - Location

**DEFINITION:**

The official number or other identifier that serves to identify the building, room number, or other location where the equipment is housed.

**CODES, CATEGORIES, AND COMMENTS:**

This element should correspond to elements 2001 and 2201.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2305

ELEMENT NUMBER

**ELEMENT TITLE:** Equipment - Organizational Unit

**DEFINITION:**

The department or other organizational division to which a piece of equipment is assigned.

**CODES, CATEGORIES, AND COMMENTS:**

Organizational unit is an institutionally defined standard that should be consistent throughout all uses and files. This element corresponds to elements 1001, 2204, 3010, and 4203.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2306

**ELEMENT NUMBER**

**ELEMENT TITLE:** Equipment - Ownership

**DEFINITION:**

The status of legal right to the possession of equipment.

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Description |
|---|---|
| Owned | Legal title vested in the institution. |
| Leased | Legal title vested in an agency external to the institution. Equipment item may be leased on a formal contractual basis or rented on a month-to-month basis. |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2307

**ELEMENT NUMBER**

**ELEMENT TITLE:** Equipment - Inventory Date

**DEFINITION:**

The calendar date when this piece of equipment was added to the inventory or when the inventory for this piece of equipment was updated.

**CODES, CATEGORIES, AND COMMENTS:**

. Six-digit numeric code - YYMMDD; i.e., April 15, 1975 = 750415.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2308

ELEMENT NUMBER

**ELEMENT TITLE:** Equipment - Year of Acquisition

**DEFINITION:**

The calendar year in which a particular piece of equipment was acquired.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2309

**ELEMENT NUMBER**

**ELEMENT TITLE:** Equipment - Acquisition Cost

**DEFINITION:**

The purchase price of a particular piece of equipment at the time the equipment was acquired. Also referred to as historical cost.

**CODES, CATEGORIES AND COMMENTS:**

If the item of equipment was donated to the institution, the acquisition cost is the market value of the equipment at date of donation.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2310

ELEMENT NUMBER

**ELEMENT TITLE:** Equipment - Market Value

**DEFINITION:**

The estimated resale price of a particular piece of equipment at the time of the inventory.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2311
ELEMENT NUMBER

**ELEMENT TITLE:** Equipment - Estimated Useful Life

**DEFINITION:**

The estimated period of time the equipment will serve its intended use, determined in terms of currently accepted practices and policies of the institution.

**CODES, CATEGORIES, AND COMMENTS:**

To be estimated in years. The calculation for depreciation is based upon the estimated useful life of the equipment.

The Information Exchange Procedures and Cost Finding Principles projects are assessing a fifty year life for facilities and a ten year life for equipment for those institutions that have not established depreciation guidelines.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2312

ELEMENT NUMBER

**ELEMENT TITLE:** Equipment - Condition

**DEFINITION:**

An institutionally-defined code identifying the physical status and quality of the equipment at the time of the inventory, based on institutional or state defined ratings.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

Part II

## CHAPTER VII

## FACILITIES-RELATED DATA ELEMENTS

## LAND DATA

| DED No. | Title |
|---|---|
| 2401 | Land - Identifier |
| 2402 | Land - Gross Area |
| 2403 | Land - Location |
| 2404 | Land - Ownership |
| 2405 | Land - Book Value |
| 2406 | Land - Year of Acquisition |

A separate block of linked data elements should be collected for each parcel of real property.

# DATA ELEMENT DICTIONARY

2401
ELEMENT NUMBER

**ELEMENT TITLE:** Land - Identifier

**DEFINITION:**

The official number or other identifier that serves to identify uniquely a particular piece of real property.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to element 2403. Land is often identified by location.

**USES:**

**DATE ISSUED:** April 1976

## DATA ELEMENT DICTIONARY

2402
ELEMENT NUMBER

**ELEMENT TITLE:** Land - Gross Area

**DEFINITION:**

The area within the boundaries of the surveyed perimeter of a particular piece of real property.

**CODES, CATEGORIES, AND COMMENTS:**

Usually expressed in terms of square feet, square miles, or acreage.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2403

**ELEMENT NUMBER**

**ELEMENT TITLE:** Land - Location

**DEFINITION:**

The geographic description of the location of a particular piece of real property.

**CODES, CATEGORIES, AND COMMENTS:**

Institutional property is often located using the coordinates of a campus grid system. Special designating schemes would be necessary to code the location of off-campus property.

Such identifiers as lot number, block number, zoning code, etc., may also serve to uniquely identify a particular piece of real property.

This element may be linked to element 2401.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2404
ELEMENT NUMBER

**ELEMENT TITLE:** Land - Ownership

**DEFINITION:**

The status of legal right to the possession of land.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category/Definition |
|---|---|
| 1 | Owned Fee Simple. |
| 2 | Title vested in the institution being paid for on an amortization schedule (regardless of whether the land is shared with another institution or organization). |
| 3 | Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.) |
| 4 | Not owned by the institution, but leased or rented to the institution at a typical local rate. |
| 5 | Not owned by the institution, but made available to the institution either at no cost or at a nominal rate. |
| 6 | Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution. |
| 7 | Not owned by the institution, but shared with a postsecondary educational institution. |
| 8 | Other (e.g., not owned by the institution, but shared with a non-educational institution). |

The above categories and definitions are those recommended in the Higher Educational Facilities Inventory and Classification Manual (Romney, 1972).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 2405 | |
| ELEMENT NUMBER | |

**ELEMENT TITLE:** Land - Book Value

**DEFINITION:**

The dollar amount at which land is recorded on the institution's financial records.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount (rounded to nearest whole dollar).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

2406

ELEMENT NUMBER

**ELEMENT TITLE:** Land - Year of Acquisition

**DEFINITION:**

The calendar year in which the land was acquired.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY: FINANCE

# FINANCE-RELATED DATA ELEMENTS

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## Part III

## CHAPTER I

# FINANCE-RELATED DATA ELEMENTS
# DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains data elements pertaining to financial information.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category definitions.

5. Uses: An identification of various planning products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by other planning products. Most data elements fall into this latter category.

6. Date Issued: Indicates calendar date that the planning team released this version of the data element. Institutions may wish to use this space to indicate those data elements that they have added to the Data Element Dictionary.

Part III

CHAPTER II

# FINANCE-RELATED DATA ELEMENTS

## INDICES

### ALPHABETICAL INDEX

| Data Element | DED No. | Page |
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| Account Number | 3012 | 3.3.13 |
| Balance Sheet Categories | 3003 | 3.3.4 |
| Dollar Amount | 3013 | 3.3.14 |
| Fiscal Year | 3011 | 3.3.12 |
| Functional Classification | 3005 | 3.3.6 |
| Fund Group | 3001 | 3.3.2 |
| **Object Classification* | *3006* | *3.3.7* |
| Organizational Unit - Account | 3010 | 3.3.11 |
| Program Category Identifier | 3008 | 3.3.9 |
| Program Identifier | 3007 | 3.3.8 |
| Program Sector Identifier | 3009 | 3.3.10 |
| Restriction Category | 3002 | 3.3.3 |
| ***Source of Funds* | *3004* | *3.3.5* |
| Transaction - Chargeback Indicator | 3105 | 3.4.6 |

*This element has been changed to Transaction - Object of Expenditure, DED No. 3108.

**This element has been changed to Transaction - Source of Funds, DED No. 3107.

| Data Element | DED No. | Page |
|---|---|---|
| Transaction - Date | 3103 | 3.4.4 |
| Transaction - Debit/Credit Indicator | 3104 | 3.4.5 |
| Transaction - Description | 3102 | 3.4.3 |
| Transaction - Identifier | 3101 | 3.4.2 |
| Transaction - Object of Expenditure | 3108 | 3.4.9 |
| Transaction - Source of Funds | 3107 | 3.4.8 |
| Transaction - Use of Funds | 3106 | 3.4.7 |

# Part III

# CHAPTER III

# FINANCE-RELATED DATA ELEMENTS

| DED No. | Title |
|---|---|
| 3001 | Fund Group |
| 3002 | Restriction Category |
| 3003 | Balance Sheet Categories |
| ***3004* | *Source of Funds* |
| 3005 | Functional Classification |
| **3006* | *Object Classification* |
| 3007 | Program Identifier |
| 3008 | Program Category Identifier |
| 3009 | Program Sector Identifier |
| 3010 | Organizational Unit - Account |
| 3011 | Fiscal Year |
| 3012 | Account Number |
| 3013 | Dollar Amount |

*This element has been replaced by Transaction - Object of Expenditure, DED No. 3108.

**This element has been replaced by Transaction - Source of Funds, DED No. 3107.

# DATA ELEMENT DICTIONARY

3001

**ELEMENT NUMBER**

**ELEMENT TITLE:** Fund Group

**DEFINITION:**

A group of funds of similar character where *fund* is defined as:

> An accounting entity established for the purpose of carrying on specified activities or obtaining certain objectives in accordance with special regulations, restrictions, or limitations.

**CODES, CATEGORIES, AND COMMENTS:**

| Category | |
|---|---|
| Current Funds | Funds expendable for current operating purposes, either unrestricted or restricted. |
| Endowment and Similar Funds | Those funds whose principal is nonexpendable as of the date of reporting and is invested, or is available for investment, for the purpose of producing income. Included are endowment funds, term endowment funds, and quasi-endowment funds. |
| Plant Funds | Funds to be used for the construction, rehabilitation, and acquisition of physical properties for institutional purposes; funds already expended for plant properties; funds set aside for the renewal and replacement thereof; and funds accumulated for the retirement of indebtedness thereon. |
| Agency Funds | Funds received and held by an institution as custodian or fiscal agent for others; funds of student organizations, individual students, or faculty members. |

The above categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate. The coding of this element is institutionally defined.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3002
ELEMENT NUMBER

**ELEMENT TITLE:** Restriction Category

**DEFINITION:**

The limitations placed by the donor upon the uses of monies available to the institution.

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Definition |
|---|---|
| Unrestricted | Monies available for any purpose. The unrestricted category also includes monies expendable only for those purposes designated by the governing board of the institution. |
| Restricted | Monies that are expendable only for those purposes stipulated by the donor. Restricted monies do not include monies designated for a specific purpose by the institutional governing board. |

Institutions will usually have more detailed categories within the above groupings. Institutions may wish to identify other restriction categories (i.e., designated).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3003
**ELEMENT NUMBER**

**ELEMENT TITLE:** Balance Sheet Categories

**DEFINITION:**

An institutionally defined code that identifies the nature of the various elements of the institutional statement of financial condition. These elements will be reflected in the statement of each self-balancing fund group.

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Definition |
|---|---|
| Assets | Economic resources that are owned by the institution. May have a definite physical character such as buildings or equipment or may exist in the form of valuable legal claims or rights. |
| Liabilities - | Obligations owed by the institution. |
| Fund Balance | The difference between assets and liabilities.* |

*For some accounts, this entry may constitute the balance of a specific fund.

Institutions will usually have more detailed categories within the above groupings. Typical balance sheet categories within the above groups are identified and defined in College and University Administration (ACE, 1968).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3004
ELEMENT NUMBER

**ELEMENT TITLE:** Source of Funds

**DEFINITION:**

An identifier that groups funds according to the points of origin of revenues.

**CODES, CATEGORIES, AND COMMENTS:**

Category*

Tuition and Fees

Governmental Appropriation

- Federal
- State
- Local

Governmental Grants

- Federal
- State
- Local

Private Gifts, Grants, and Contracts

Endowment Income

Sales and Services of Educational Activities

Other Sources

Institutions will usually have more detailed categories within the above groups.

*See Appendix 2 for a further description of these categories

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3005
**ELEMENT NUMBER**

**ELEMENT TITLE:** Functional Classification

**DEFINITION:**

An institutionally defined code that groups current funds expenditures according to the purpose for which costs were incurred.

**CODES, CATEGORIES, AND COMMENTS:**

Category*

Instruction
Research
Public Service
Academic Support
Student Support
Operation and Maintenance of Physical Plant
Institutional Support
Auxiliary Enterprises

The precise definitions of each category have not been adopted as of the date of issue. Institutions will usually have more detailed categories within the above groupings.

*See Appendix 8 for a further description of these categories.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3006

ELEMENT NUMBER

**ELEMENT TITLE:** Object Classification

**DEFINITION:**

The classification of expenditures according to the nature of the cost incurred.

**CODES, CATEGORIES, AND COMMENTS:**

| | |
|---|---|
| Instruction/Research/ Public Service Personnel Compensation | The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all exempt personnel who have a majority (50% or more) of their activities in 1.0, 2.0, and 3.0 of the PCS. |
| Administrative/ Support Personnel Compensation | The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all exempt personnel who have a majority (more than 50%) of their activities in 4.0, 5.0, and 6.0. |
| Other Staff Compensation | The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all non-exempt personnel. |
| Supplies & Services | A broad category of expenditures which includes all types of current funds expenditures except compensation, capital expenditures and student aid. Supplies and services include: Supplies, Communications, Travel, Rent, Other Contractual Services, and Non-Capital Equipment. |
| Capital Equipment | Funds expended for land, improvements to land, buildings, additions to buildings, and equipment with an acquisition cost of $500 or more and an expected service life that exceeds two years.* |
| Student Aid | Includes all grants, stipends, ~~tuition and~~ fees remissions, and gifts to students that are outright awards and are not contingent upon services to be rendered by the student. This aid can be federally, state, locally, privately, or institutionally derived. |

*The minimum service life and acquisition cost criteria for capitalization of equipment reflect the current standards set by the Cost Accounting Standards Board.

Institutions will usually have more detailed categories within the above groupings.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3007

ELEMENT NUMBER

**ELEMENT TITLE:** Program Identifier

**DEFINITION:**

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the cost of the related activities are aggregated.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to elements, 1008, 2205, and 4403, and should be consistent throughout all uses and files. This element is linked to elements 3008 and 3009.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3008

**ELEMENT NUMBER**

**ELEMENT TITLE:** Program Category Identifier

**DEFINITION:**

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the cost of related activities are aggregated.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3009

ELEMENT NUMBER

**ELEMENT TITLE:** Program Sector Identifier

**DEFINITION:**

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of a course. This two-digit classification identifies the course level to which the cost of related activities are aggregated.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3010

ELEMENT NUMBER

**ELEMENT TITLE:** Organizational Unit - Account

**DEFINITION:**

The academic department or other organizational division that has fiscal, programmatic, administrative, and budgetary responsibility for a specified set of activities and accounts.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 1001 and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3011
ELEMENT NUMBER

**ELEMENT TITLE:** Fiscal Year

**DEFINITION:**

The institutionally defined consecutive twelve-month period to which a financial transaction or summary is applicable.

**CODES, CATEGORIES, AND COMMENTS:**

Two low-order digits of the fiscal year; e.g., fiscal year 1973 = "73".

It is recommended that institutions use the federal standard of designating the calendar year in which the fiscal year ends as the fiscal year, e.g., 1972-1973 = fiscal year 1973.

**USES:**

**DATE ISSUED:** April 1973

# DATA ELEMENT DICTIONARY

3012

**ELEMENT NUMBER**

**ELEMENT TITLE:** Account Number

**DEFINITION:**

An institutionally defined code for recording and summarizing financial transactions.

**CODES, CATEGORIES, AND COMMENTS:**

Each of the codes used to identify data elements 3001 through 3009 often comprise one segment of the account number.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3013
ELEMENT NUMBER

**ELEMENT TITLE:** Dollar Amount

**DEFINITION:**

The quantifiable measure of a financial transaction or summary as expressed in U.S. dollars.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount. (Negative dollar amounts should be so indicated.)

**USES:**

**DATE ISSUED:** April 1973

# Part III

# CHAPTER IV

## FINANCE-RELATED DATA ELEMENTS

## TRANSACTION DATA

| DED No. | Title |
|---|---|
| 3101 | Transaction - Identifier |
| 3102 | Transaction - Description |
| 3103 | Transaction - Date |
| 3104 | Transaction - Debit/Credit Indicator |
| 3105 | Transaction - Chargeback Indicator |
| 3106 | Transaction - Use of Funds |
| 3107 | Transaction - Source of Funds |
| 3108 | Transaction - Object of Expenditure |

A separate block of linked data elements should be collected for each transaction.

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 3101 | ELEMENT NUMBER |

**ELEMENT TITLE:** Transaction - Identifier

**DEFINITION:**

The official number or other identifier that serves to identify uniquely the transaction.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3102

**ELEMENT NUMBER**

**ELEMENT TITLE:** Transaction - Description

**DEFINITION:**

A descriptive word or phrase used to characterize the transaction.

**CODES, CATEGORIES, AND COMMENTS:**

This information element can be used to describe the transaction over and above what is provided by the other information elements, e.g., purchase instructional supplies.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3103

**ELEMENT NUMBER**

**ELEMENT TITLE:** Transaction - Date

**DEFINITION:**

The calendar date on which the transaction takes place. That date recorded on the document finalizing the transaction.

**CODES, CATEGORIES, AND COMMENTS:**

This information element will be needed for financial control purposes whereas the element "Fiscal Year" will be used more for reporting purposes.

Six-digit numeric code -- YYMMDD; e.g., June 8, 1975 = 750608. See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

3104

ELEMENT NUMBER

# DATA ELEMENT DICTIONARY

**ELEMENT TITLE:** Transaction - Debit/Credit Indicator

**DEFINITION:**

An institutionally defined information element that serves to signify whether the transaction is to be added to or deducted from the balance of the account.

**CODES, CATEGORIES, AND COMMENTS:**

Debit - The creation of or addition to an asset or an expense account, or the reduction or elimination of a liability, fund balance or revenue account.

Credit - The reduction or elimination of an asset or an expense account, or the creation of or an addition to a liability, fund balance or revenue account.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3105

**ELEMENT NUMBER**

**ELEMENT TITLE:** Transaction - Chargeback Indicator

**DEFINITION:**

An institutionally defined information element to identify expenditures for support activities which are "charged back" (costed back) to the purchasing organization unit.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3106

**ELEMENT NUMBER**

**ELEMENT TITLE:** Transaction - Use of Funds

**DEFINITION:**

Funds used out of any of the various fund groups during the reporting period. This data element does not include funds which are moved out of one fund group and into another (i.e., a transfer).

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Description |
|---|---|
| Current Fund Expenditures* | This category includes all expenditures from both the unrestricted Current Fund and the restricted Current Fund. |
| Loan Cancellations and Write-offs | Includes those amounts deducted from the Loan Fund to provide for uncollectible loans. |
| Expended for Plant Facilities | Includes capitalized disbursements made from the "Plant Fund - Unexpended" subgroup for newly acquired or constructed plant facilities as well as capitalized disbursements from the "Plant Fund - Renewal and Replacement" subgroup for renovations to existing plant. |
| Debt Service | Includes all deductions from the "Plant Fund - Retirement of Indebtedness" subgroup for the purpose of servicing the insitution's debt on its physical plant. Physical plant obligations are generally the only type of long term debt most institutions have, although some short term debt might also be incurred in order to meet current operating needs. If debt is incurred in any of the other fund groups, all payments made to service this debt would also be included in this category. This category, however, does not include transfers made from one fund group for the purposes of satisfying debt requirements in another group -- these would be included in the "transfers" section. |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3106B
ELEMENT NUMBER

**ELEMENT TITLE:**

**DEFINITION:**

**CODES, CATEGORIES, AND COMMENTS:**

| Category | |
|---|---|
| Other | Includes all other deductions from fund groups not included in one of the categories described above. Any deductions that are material should be itemized. Examples of other deductions include the disposal of plant facilities (a deduction from the "Investment in Plant" subgroup), and administrative and collection costs in the Loan Fund, and uncapitalized disbursements from unexpended Plant Funds. |

*The categories used to classify transactional Current Fund expenditure data are those recommended in College and University Business Administration, Administrative Services (NACUBO: 1974). These categories are described in Appendix 2.

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

3107
ELEMENT NUMBER

**ELEMENT TITLE:** Transaction - Source of Funds

**DEFINITION:**

An identifier used to categorize by source additions of institutional resources to any fund group. Current fund revenues are a subset of this data element.*

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Description |
|---|---|
| Tuition and Fees | Includes all tuition and fees assessed against students for educational purposes. |
| Governmental Appropriations | Includes those funds received from, or made available by, governmental sources through legislative acts for current operations. (This does not include institutional fees and other income reappropriated by the legislature to the institution.) |
| Governmental Grants and Contracts | Includes funds received from, or made available by, government agencies for specific projects or programs, including student aid. |
| Private Gifts, Grants, and Contracts | Includes all amounts received from individuals or nongovernmental organizations. It includes also those monies resulting from the purchase of goods or services from the institution on a contractual basis by individuals or nongovernmental agencies, exclusive of those normally classified as the sales of various educational or support departments. |
| Investment Income | Includes (1) unrestricted income of endowment and similar funds, (2) restricted income of endowment and similar funds, whether or not the income is expended during the reporting period, and (3) income from funds held in trust by others under irrevocable trusts. This category does not include the net capital gains nor any portion of the gain on investments. |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3107B
ELEMENT NUMBER

**ELEMENT TITLE:**

**DEFINITION:**

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Description |
|---|---|
| Net Realized Gains on the Sale of Investments | Includes all net additions to particular fund groups resulting from the sale of the assets of the fund group for an amount greater than the carrying value of those assets. Net losses should be shown as deductions. |
| Sales and Services of Educational Activities | Includes all funds derived from the sales of goods or services that are incidental to the conduct of instruction, research, or public service. |
| Sales and Services of Auxiliary Enterprises | Includes all monies generated by the auxiliary operations of the institution. (An auxiliary enterprise is an entity that exists to furnish goods or services to institutional participants, i.e. food services. |
| Other | This category includes all other additions to fund groups not included in one of the categories described above. This category includes earnings on the short-term investments of the Current Fund. |

*Categories for Current Fund Revenues are described in Appendix 2.

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

**ELEMENT TITLE:** Transaction - Object of Expenditure

**DEFINITION:**

The classification of institutional expenditures according to the type of goods or services received in return for the expenditures.

**CODES, CATEGORIES, AND COMMENTS:**

The following categories are recommended by the NCHEMS Information Exchange Procedures and Cost Finding Principles Projects:

1. INSTRUCTION/RESEARCH PROFESSIONALS COMPENSATION - The total amount of dollars, including both gross salaries and fringe benefits paid directly to, or on behalf of, Instruction/Research Professionals (See DED No. 4216, page 4.5.16 for Employee Classifications.)
2. ADMINISTRATIVE/SUPPORT PROFESSIONALS COMPENSATION - The total amount of dollars, including both gross salaries and fringe benefits, paid directly, to or on behalf of Executive/Administrative Professionals and Specialist/Support Professionals. (See DED No. 4216, Page 4.5.17 for Employee Classifications.)
3. NONEXEMPT STAFF COMPENSATION - The total amount of dollars, including both gross salaries and fringe benefits paid directly to, or on behalf of Non-exempt Employees. (See DED No. 4216, page 4.5.17 for Employee Classifications.)
4. SUPPLIES AND SERVICES - A broad category of expenditures which includes Supplies, Communications, Travel, Other Contractual Services, and Non-Capital Equipment.
5. RENTAL EXPENDITURES FOR EQUIPMENT - The annual rental or lease expenditures incurred by an institution for the use of capital equipment that is not institutionally owned.
6. RENTAL EXPENDITURES FOR BUILDINGS AND LAND IMPROVEMENTS - The annual rental or lease expenditures incurred for the use of buildings or land improvements made by an institution on land or buildings not owned.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

3108B
ELEMENT NUMBER

**ELEMENT TITLE:**

**DEFINITION:**

**CODES, CATEGORIES, AND COMMENTS:**

7. CAPITAL EXPENDITURES FOR EQUIPMENT - The annual expenditures incurred for the purchase of capital equipment by an institution.

8. CAPITAL EXPENDITURES FOR BUILDINGS AND LAND IMPROVEMENTS - The annual expenditures incurred for the purchase of buildings and land improvements by an institution.

9. EXPENDITURES OF ITEMS FOR RESALE - The expenditures incurred by an institution of all materials and supplies intended for resale.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY: STAFF

4.1.1

# STAFF-RELATED DATA ELEMENTS

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## Part IV

## CHAPTER 1

# STAFF-RELATED DATA ELEMENTS DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to staff personnel.

For purposes of the Data Element Dictionary, staff is defined as:

> *All persons considered to be employees of the institution.*

It is anticipated that the following categories of staff would be excluded:

1. Those persons hired for brief periods of consultation.
2. Those persons employed by organizations under contract to provide a service to the institution.

The staff-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. *The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.* The five blocks of staff-related data elements are:

1. 4001-4099 Demographic and Biographical Data

   This block of data elements is designed to define information about the employee's demographic characteristics and cumulative professional and/or occupational background.

2. 4101-4199 Previous Educational Experience Data

This block of data elements is designed to define information related to each educational and/or occupational experience of the staff member.

3. 4201-4299 Appointment Data

This block of data elements is designed to define information about each appointment of the staff member.

4. 4301-4399 Assignment Data

This block of data elements is designed to define information regarding an employee's assignments within the institution in accordance with the Manpower Accounting Manual (Minter, 1972)

5. 4401-4499 Faculty Activity Data

This block of data elements is designed to define information about each faculty member's professional activities.

The five blocks of staff-related data elements would be arranged in a hierarchy as illustrated below:

Demographic and Biographical Data
- Previous Educational Experience Data
  - Appointment Data
    - Assignment Data
      - Faculty Activity Data

Thus, each staff member would be expected to have one block of demographic and biographical data elements along with one or more blocks of previous educational and/or occupational experience data. In addition, all employees would have one or more appointment blocks per year with an appropriate number of assignment blocks linked to each appointment block. Also, all employees considered by the institution to be faculty members would have a number of activity data blocks, i.e., one block per activity. It is important that institutions maintain the appointment, assignment, and faculty activity data elements historically.

Institutions should structure their data bases in such a manner as to link these five data blocks. This is particularly important in identifying specific assignments with appointments and also in linking faculty activities with their appropriate appointments and assignments.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

5. Uses: An identification of various planning tools that require or are likely to require this data element is the future, either where it is required in its absolute form or where it is required to derive another data element used by a planning guide. Most data elements fall into this latter category.

6. Date Issued: Indicates calendar date that planning group released this version of the data element. Planners may wish to use this space for those data elements they have added to the Data Element Dictionary.

# Part IV

# CHAPTER II

## STAFF-RELATED DATA ELEMENTS

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## Part IV

## CHAPTER III

## STAFF-RELATED DATA ELEMENTS

## DEMOGRAPHIC AND BIOGRAPHICAL DATA

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| DED No. | Title |
|---|---|
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This block of data is recommended for all personnel. The elements in this block of data should be linked together.

# DATA ELEMENT DICTIONARY

4001

ELEMENT NUMBER

**ELEMENT TITLE:** Name

**DEFINITION:**

The legal combination of words by which the employee is known.

**CODES, CATEGORIES, AND COMMENTS:**

Literal text that may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

This element corresponds to element 1201 when the employee has scheduled instructional responsibilities. It should be consistent throughout all uses and files. This element is linked to elements 4002 and 4003.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

**ELEMENT NUMBER:** 4002

**ELEMENT TITLE:** Personnel Identification Number

**DEFINITION:**

The official number that serves to uniquely identify the employee.

**CODES, CATEGORIES, AND COMMENTS:**

The employee's Social Security number is typically used for this element.

This element corresponds to element 1202 when the employee has scheduled instructional responsibilities. It should be consistent throughout all uses and files. This element is linked to elements 4001 and 4003.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4003
**ELEMENT NUMBER**

**ELEMENT TITLE:** Social Security Number

**DEFINITION:**

The number assigned to an individual under the Federal Insurance Contribution Act.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 4001 and 4002.

This element is not necessary if the Social Security Number is used as the Personnel Identification Number (element 4002).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 4004 | |
| ELEMENT NUMBER | |

**ELEMENT TITLE:** Sex

**DEFINITION:**

The sex of the employee.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category |
|---|---|
| M | Male |
| F | Female |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4005

ELEMENT NUMBER

**ELEMENT TITLE:** Birth Date

**DEFINITION:**

The calendar date of birth as designated on the employee's legal birth registration or certificate.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code - YYMMDD; i.e., May 8, 1946 = 460508.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4006

**ELEMENT NUMBER**

**ELEMENT TITLE:** Civil Rights Racial Category

**DEFINITION:**

An indication of the employee's ethnic origin.

**CODES, CATEGORIES, AND COMMENTS:**

Civil rights compliance reporting requires the following categories:

| Code | Category |
|---|---|
| 1 | Asian American/Oriental |
| 2 | Native American/American Indian |
| 3 | Black/Negro |
| 4 | Spanish-Surnamed American* |
| 5 | All Other (include Caucasian) |
| 6 | Refuse to Indicate |

*Includes all employees of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions is:

| Code | | |
|---|---|---|
| 1 | Asian American/ Oriental | Employees who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent. |
| 2 | Native American/ American Indian | Employees who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans. |
| 3 | Black American/ Negro | Employees who identify themselves ethnically as being of Black or Afro-American descent. |
| 4 | Chicano/Mexican American | Employees who identify themselves as being of Chicano or Mexican American descent. |
| 5 | All Other American Ethnic Minorities | Employees who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Rican, Cuban, Spanish, or Latin Americans, etc. |
| 6 | White American | Employees who identify themselves as native born U.S. Citizens of European descent. |
| 7 | Foreign Employees | Employees who carry F or J visa. |
| 8 | Refuse to Indicate | Employees who decline to indicate ethnic background. |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4007

ELEMENT NUMBER

**ELEMENT TITLE:** Address - Street/Apartment

**DEFINITION:**

The U.S. Postal Service designation of the address or P. O. Box number where the employee may be found or reached.

**CODES, CATEGORIES, AND COMMENTS:**

Literal list which may include:

a. House Number
b. Apartment Number
c. Street
d. Post Office Box Number

All address-related data elements (elements 4008-4011) should be linked together.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4008
**ELEMENT NUMBER**

**ELEMENT TITLE:** Address - City

**DEFINITION:**

The city in which the employee's residence exists.

**CODES, CATEGORIES, AND COMMENTS:**

If the employee does not live in the city, this element should reflect the city where the post office is located through which the employee can be found or reached.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4009
ELEMENT NUMBER

**ELEMENT TITLE:** Address- State

**DEFINITION:**

The U. S. Postal Service designation of the state in which the employee's place of residence exists.

**CODES, CATEGORIES, AND COMMENTS:**

Two-digit code -- see Appendix 4.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4010
ELEMENT NUMBER

**ELEMENT TITLE:** Address - Zip Code

**DEFINITION:**

The U. S. Postal Service Zip Code designation for the geographic area in which the employee's place of residence is located.

**CODES, CATEGORIES, AND COMMENTS:**

Five-digit postal zip code as provided in the U. S. Postal Service Manual.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4011

**ELEMENT NUMBER**

**ELEMENT TITLE:** Address - Telephone Number

**DEFINITION:**

The telephone number of the employee's place of residence or other telephone number through which the employee may be reached.

**CODES, CATEGORIES, AND COMMENTS:**

Actual telephone number -- Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

This element may be linked to the address-related elements (elements 4008-4011).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4012
**ELEMENT NUMBER**

**ELEMENT TITLE:** Employee's Office - Campus

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the institution where the employee's office is located.

**CODES, CATEGORIES, AND COMMENTS:**

All office-related data elements (elements 4013-4017) should be linked together.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4013

**ELEMENT NUMBER**

**ELEMENT TITLE:** Employee's Office - Building Code

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the facility (building) where the employee's office is located.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 2001 and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4014
**ELEMENT NUMBER**

**ELEMENT TITLE:** Employee's Office - Building Name

**DEFINITION:**

The official name of the building where the employee's office is located.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 2202 and must be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4015

**ELEMENT NUMBER**

**ELEMENT TITLE:** Employee's Office - Room Number

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the room assigned to the employee for use as an office.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 2201, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1973

# DATA ELEMENT DICTIONARY

4016

ELEMENT NUMBER

**ELEMENT TITLE:** Employee's Office - Telephone Number

**DEFINITION:**

The primary office telephone number of the employee or that number through which the employee may be reached.

**CODES, CATEGORIES, AND COMMENTS:**

Actual telephone number. Area Code (3 digits); Telephone Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

This element should be linked to related office identifier elements (elements 4013-4017).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4017

**ELEMENT NUMBER**

**ELEMENT TITLE:** Physical Handicap Status

**DEFINITION:**

The designation of an employee's physical deficiency or impairment that requires special arrangements.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category |
|---|---|
| 1 | Ambulatory |
| 2 | Sight |
| 3 | Hearing |
| 4 | Other |

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 4018 | |
| ELEMENT NUMBER | |

**ELEMENT TITLE:** Student Personnel Identification Number

**DEFINITION:**

The official institutional number that serves to uniquely identify student employees.

**CODES, CATEGORIES, AND COMMENTS:**

The individual's Social Security number is typically used. This element corresponds to element 5022, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4019
ELEMENT NUMBER

**ELEMENT TITLE:** Termination Code

**DEFINITION:**

An institutionally defined code that indicates the employee's reason for leaving the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: Voluntary Resignation, Involuntary Resignation, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4020

ELEMENT NUMBER

**ELEMENT TITLE:** Termination Date

**DEFINITION:**

The calendar day when the employee terminated employment at the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., December 18, 1973 = 731218.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4021

ELEMENT NUMBER

**ELEMENT TITLE:** Achievement Record

**DEFINITION:**

Summary of the publications and other achievements reaching public outside the institution.

**CODES, CATEGORIES, AND COMMENTS:**

This element should include papers presented, monographs, major articles, books, and other creative achievements.

This element should be coded as an appropriate number of text records and should include the following items;

a. Achievement (name/title, etc.)
b. Date

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4022

ELEMENT NUMBER

**ELEMENT TITLE:** Honorary Degrees and Awards

**DEFINITION:**

A degree, award, or distinction bestowed or conferred upon the employee as an honor without the usual adjuncts.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be coded as an appropriate number of text records and should include the following items:

a. Award
b. Date of Award
c. Source of Award

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4023

ELEMENT NUMBER

LEMENT TITLE: Professional Affiliations

EFINITION:

The associations of the employee with professional or trade organizations.

ODES, CATEGORIES, AND COMMENTS:

This element should include offices within the organizations and dates, if appropriate.

This element should be coded as an appropriate number of text records and should include the following items:

a. Association
b. Office
c. Date(s)

USES:

ATE ISSUED: April 1976

# DATA ELEMENT DICTIONARY

4024

**ELEMENT NUMBER**

**ELEMENT TITLE:** Licenses, Certificates, and Registrations

**DEFINITION:**

Specific credentials entitling the employee to engage in legal practice of a profession.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be coded as an appropriate number of text records and should include the specific credential earned by the employee. (Medical License, Legal Bar, C.P.A., etc.)

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4025

ELEMENT NUMBER

**ELEMENT TITLE:** Special Competencies

**DEFINITION:**

Special interests, competencies, and experiences of the employee.

**CODES, CATEGORIES, AND COMMENTS:**

Such items as foreign country experience, foreign language competency, significant prior employment positions, significant performing creative skills, etc., should be included.

This element should be coded as an appropriate number of text records and should include the following items:

a. Competency
b. Date

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4026
ELEMENT NUMBER

**ELEMENT TITLE:** Type of Previous Employment

**DEFINITION:**

An institutionally defined code to indicate the type of the employee's previous employment just prior to appointment at this institution.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include Government, Industry, University, Student, Self-Employed, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4027

**ELEMENT NUMBER**

**ELEMENT TITLE:** Location of Previous Employment - State

**DEFINITION:**

U.S. Postal Service code for the state in which the employee's previous employment occurred.

**CODES, CATEGORIES, AND COMMENTS:**

Two-digit code -- See Appendix 4.

If the previous location was a foreign country, code as "ZZ".

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4028

ELEMENT NUMBER

**ELEMENT TITLE** Highest Degree/Diploma/Certificate Earned

**DEFINITION**

An institutionally defined code that indicates the highest degree, diploma, or certificate earned by the employee.

**CODES, CATEGORIES, AND COMMENTS:**

This element can be derived from element 4102.

This element should include all degrees, diplomas, and certificates earned by the employee including high school diplomas.

| Category | Description |
|---|---|
| Certificates and Diplomas (less than one year) | An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year. |
| Certificates and Diplomas (More than or equal to one Year) | An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years. |
| Associate Degree (two years or more) | The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work. |
| Bachelor's Degree | Any earned academic degree carrying the title of "bachelor." |
| First Professional Degree | The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D.is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pld.D., P.M. |

(continued on following page)

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

4028B
**ELEMENT NUMBER**

**ELEMENT TITLE:**

**DEFINITION:**

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Description |
|---|---|
| Master's Degree | Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (master of surgery), M.S.W. (master of social work). |
| Doctoral Degree | An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S. |
| Other/Specify | Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist. |

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

Honorary degrees should not be considered.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4029

ELEMENT NUMBER

**ELEMENT TITLE:** Marital Status

**DEFINITION:**

The legal status of the employee with respect to wedlock.

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Definition |
|---|---|
| Single | The state of never having been and not presently married. |
| Married | The state of having a spouse. |
| Legally Separated | The state of having the conjugal relationship of husband and wife terminated by court decree. |
| Widowed | The state of being deprived of one's spouse through his or her death. |
| Divorced | The state of having the marriage dissolved by judicial declaration. |

For many institutions, "Single" or "Married" may be sufficient categories.

**USES:**

**DATE ISSUED:** April 1976

Part IV

# CHAPTER IV

## STAFF-RELATED DATA ELEMENTS

## PREVIOUS EDUCATION AND EXPERIENCE DATA

| DED No. | Title |
|---|---|
| 4101 | Institution Name |
| 4102 | Institution Code |
| 4103 | Degree/Diploma/Certificate |
| 4104 | Degree/Diploma/Certificate Date |
| 4105 | Student Program/Major Field of Study |
| 4106 | Beginning Date - Year |
| 4107 | Ending Date - Year |
| 4108 | Occupational Specialty |
| 4109 | Previous Employer's Name |
| 4110 | Location of Previous Occupational Employment |
| 4111 | Job Title |
| 4112 | Beginning Date - Year |
| 4113 | Ending Date - Year |

This block of elements is recommended for each previous educational or occupational experience. These elements should be linked together.

# DATA ELEMENT DICTIONARY

4101

**ELEMENT NUMBER**

**ELEMENT TITLE:** Institution Name

**DEFINITION:**

The legal name of the institution at which the employee obtained the educational experience described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4102
**ELEMENT NUMBER**

**ELEMENT TITLE:** Institution Code

**DEFINITION:**

The code designation for the institution described in data element number 4101.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory" is recommended.

> FICE Code: T[illegible] Federal Interagency Committee on Education code which is an unstructured number that is unique for each institution and remains as the institutional identification number for the life of the institution. The primary utility of the FICE code is the precise identification of a particular institution of higher education.

This code is valid to describe institutions of higher education only.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4103
**ELEMENT NUMBER**

**ELEMENT TITLE:** Degree/Diploma/Certificate

**DEFINITION:**

The title or award conferred upon the employee for the successful completion of a given curriculum or program.

**CODES, CATEGORIES, AND COMMENTS:**

This element should include all degrees, diplomas, and certificates earned by the employee including high school diplomas.

| Category | Description |
|---|---|
| Certificates and Diplomas | An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year. |
| Certificates and Diplomas (more than or equal to one year) | An award for the usccessful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years. |
| Associate Degree (two years or more) | The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work. |
| Bachelor's Degree | Any earned academic degree carrying the title of "bachelor." |
| First Professional Degree | The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M. |

(continued on following page)

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4103
ELEMENT NUMBER

**ELEMENT TITLE:**

**DEFINITION:**

**CODES, CATEGORIES, AND COMMENTS:**

| | |
|---|---|
| Master's Degree | Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (master of surgery), M.S.W. (master of social work). |
| Doctoral Degree | An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D.,D.D.S. |
| Other/Specify | Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist. |

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

Honorary degrees should not be considered within this data element.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4104

ELEMENT NUMBER

**ELEMENT TITLE:** Degree/Diploma/Certificate Date

**DEFINITION:**

The month/year when a degree/diploma certificate was awarded.

**CODES, CATEGORIES, AND COMMENTS:**

Four-digit numeric code -- YYMM; i.e., June 1950 = 5006.

See Appendix 5.

This element corresponds to element 5104.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4105
**ELEMENT NUMBER**

**ELEMENT TITLE:** Student Program/Major Field of Study

**DEFINITION:**

The degree or certificate program in which the employee was enrolled or has completed.

**CODES, CATEGORIES, AND COMMENTS:**

Four-digit numeric code.

HEGIS taxonomy preferred (see Appendix 1).

This element is not required if degree or certificate is a high school diploma.

If institutional codes are used, they should be able to map to HEGIS codes.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4106

ELEMENT NUMBER

**ELEMENT TITLE:** Beginning Date - Year

**DEFINITION:**

The calendar year in which the educational experience described in this block of data elements began.

**CODES, CATEGORIES, AND COMMENTS:**

The two low-order digits of the calendar year; e.g., 1972 = "72"

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4107

ELEMENT NUMBER

**ELEMENT TITLE:** Ending Date - Year

**DEFINITION:**

The calendar year in which the educational experience described in this block of data elements was terminated.

**CODES, CATEGORIES, AND COMMENTS:**

The two low-order digits of the calendar year; e.g., 1972 = "72"

This element is not needed if the degree or certificate was awarded, since that information is recorded in element 4103.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4108
**ELEMENT NUMBER**

**ELEMENT TITLE:** Occupational Specialty

**DEFINITION:**

The descriptive name of the occupation in which the staff member obtained experience by means of employment

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

4109

**ELEMENT NUMBER**

**ELEMENT TITLE:** Previous Employer's name

**DEFINITION:**

The legal name of the employer at which the staff member obtained the occupational experience described by this block of data elements

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:**

4.4.10

# DATA ELEMENT DICTIONARY

4110
**ELEMENT NUMBER**

**ELEMENT TITLE:** Location of Previous Occupational Employment

**DEFINITION:**

Address of the employer listed in data element 4109

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

4111
ELEMENT NUMBER

**ELEMENT TITLE:** Job Title

**DEFINITION:**

The employee's specific job title at the employer listed in data element 4109

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

4112

**ELEMENT NUMBER**

**ELEMENT TITLE:** Beginning date - year

**DEFINITION:**

The calendar year in which the occupational experience described in this data element block began

**CODES, CATEGORIES, AND COMMENTS:**

The two low-order digits of the calendar year; e.g., 1972 = "72"

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

4113
ELEMENT NUMBER

**ELEMENT TITLE:** Ending date - year

**DEFINITION:**

The calendar year in which the occupational experience described in this data element block ended

**CODES, CATEGORIES, AND COMMENTS:**

The two low-order digits of the calendar year: e.g., 1972 = "72"

**USES:**

**DATE ISSUED:**

Part IV

CHAPTER V

## STAFF-RELATED DATA ELEMENTS

## APPOINTMENT DATA

| DED No. | Title |
|---|---|
| 4201 | Appointment Title |
| 4202 | Appointment Identifier |
| 4203 | Appointment Organizational Unit |
| 4204 | Payroll Account Number |
| 4205 | Appointment Full-Time Equivalent |
| 4206 | Appointment Period |
| 4207 | Appointment Effective Date |
| 4208 | Appointment Expiration Date |
| 4209 | Appointment Status |
| 4210 | Leave Status |
| 4211 | Faculty Rank |
| 4212 | Tenure Status |
| 4213 | Salary |
| 4214 | Current Job Class - Method of Entry |

This block of data elements may have multiple occurrences for a single staff member. A separate block of data is recommended for each appointment. These elements should be linked together.

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 4201 | ELEMENT NUMBER |

**ELEMENT TITLE:** Appointment Title

**DEFINITION:**

The institutionally defined descriptive title of the employee's position or appointment.

**CODES, CATEGORIES, AND COMMENTS:**

Literal title.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4202

ELEMENT NUMBER

**ELEMENT TITLE:** Appointment Identifier

**DEFINITION:**

An institutionally defined code that serves to identify the position or appointment.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4203

ELEMENT NUMBER

**ELEMENT TITLE:** Appointment Organizational Unit

**DEFINITION:**

The academic department or other organization division that has fiscal, programmatic and administrative responsibilities to which the employee is attached for purposes of personnel assignments and reporting.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds with element 1001 and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4204

ELEMENT NUMBER

**ELEMENT TITLE:** Payroll Account Number

**DEFINITION:**

The institutional account number to which the salary for this appointment is charged.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4205

ELEMENT NUMBER

**ELEMENT TITLE:** Appointment Full-Time Equivalent

**DEFINITION:**

The full-time equivalent (FTE) proportion, as defined by institutional standards, represented by the appointment described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

E.g.: 1 FTE = "100"
½ FTE = "050"

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4206

ELEMENT NUMBER

**ELEMENT TITLE:** Appointment Period

**DEFINITION:**

The number of months to which this appointment applies.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of months rounded to nearest whole month. If appointment is indefinite or greater than 12 months, enter "12." This element may be derived from elements 4207 and 4208 but is frequently stored by institutions.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 4207 | ELEMENT NUMBER |

**ELEMENT TITLE:** Appointment Effective Date

**DEFINITION:**

Calendar date within a given fiscal year on which this appointment is (was) effective.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., September 12, 1963 = 630912.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

214

# DATA ELEMENT DICTIONARY

4208
ELEMENT NUMBER

**ELEMENT TITLE:** Appointment Expiration Date

**DEFINITION:**

Calendar date within a given fiscal year on which this appointment will be (was) terminated.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., February 17, 1970 = 700217.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4209

ELEMENT NUMBER

**ELEMENT TITLE:** Appointment Status

**DEFINITION:**

An institutionally defined code to identify the status or type of appointment.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include regular, temporary, visiting, full-time, part-time, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4210

ELEMENT NUMBER

**ELEMENT TITLE:** Leave Status

**DEFINITION:**

An institutionally defined code that serves to indicate the employee's leave status, if appropriate.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include sabbatical, leave without pay, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4211
ELEMENT NUMBER

**ELEMENT TITLE:** Faculty Rank

**DEFINITION:**

The institutionally defined categorization of a faculty position as a function of a number of variables, such as responsibility, length of service, and academic expertise.

**CODES, CATEGORIES, AND COMMENTS:**

| Category | Description |
|---|---|

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4212

ELEMENT NUMBER

**ELEMENT TITLE:** Tenure Status

**DEFINITION:**

The institutional designation that serves to identify the status of the employee with respect to permanence of appointed position.

**CODES, CATEGORIES, AND COMMENTS:**

Classifications may include: Probationary, Tenured, Nontenured, Not Eligible, etc.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4213
**ELEMENT NUMBER**

**ELEMENT TITLE:** Salary

**DEFINITION:**

The salary to be paid to the employee during this appointment period.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4214
ELEMENT NUMBER

**ELEMENT TITLE:** Current Job Class - Method of Entry

**DEFINITION:**

The method by which the employee was brought into this job class.

**CODES, CATEGORIES, AND COMMENTS:**

Category

New Hire
Promotion
Transfer
Demotion

The above categories are those required for HEW compliance reporting purposes.

**USES:**

**DATE ISSUED:** April 1976

## Part IV

## CHAPTER VI

## STAFF-RELATED DATA ELEMENTS

## ASSIGNMENT DATA

| DED No. | Title |
|---|---|
| 4301 | Assignment |
| 4302 | Assignment Full-Time Equivalent |
| 4303 | Assignment Beginning Date |
| 4304 | Assignment Ending Date |

This block of data elements may have multiple occurrences for a single staff member. A separate block of data is recommended for each assignment of a staff member. These elements should be linked together.

# DATA ELEMENT DICTIONARY

4301
ELEMENT NUMBER

**ELEMENT TITLE:** Assignment

**DEFINITION:**

The specific set of occupational activities an employee is expected to perform within a program established to accomplish some institutional goal.

**CODES, CATEGORIES, AND COMMENTS:**

Coded according to the first eight digits of Manpower Assignment Code as described in A Manual for Manpower Accounting in Higher Education (Minter, 1972).

| PROGRAM FUNCTION | | OCCUPATIONAL ACTIVITY | |
|---|---|---|---|
| Code | Category | Code | Category |
| 1 | Instruction | 1 | Executive, Administrative, Managerial |
| 2 | Organized Research | 2 | Instructional |
| 3 | Public Service | 3 | Professional |
| 4 | Academic Support | 4 | Technical |
| 5 | Student service | 5 | Office |
| 6 | Institutional Support | 6 | Crafts and Trades |
| 7 | Independent Operations | 7 | Service |

This element will occur before the fact for each assignment of the employee.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4302

ELEMENT NUMBER

**ELEMENT TITLE:** Assignment Full-Time Equivalent

**DEFINITION:**

The full-time equivalent (FTE) proportion that an employee is expected to devote to the accomplishment of a specific assignment.

**CODES, CATEGORIES, AND COMMENTS:**

E.g.: 1 FTE = "100"
½ FTE = "050"

This element will occur before the fact for each assignment of the employee.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4303

ELEMENT NUMBER

**ELEMENT TITLE:** Assignment Beginning Date

**DEFINITION:**

Calendar date on which this assignment is/was to begin.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., November 2, 1968 = 681102.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 4304 | ELEMENT NUMBER |

**ELEMENT TITLE:** Assignment Ending Date

**DEFINITION:**

Calendar date on which this assignment is/was to end.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., December 27, 1968 = 681227.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

## Part IV

## CHAPTER VII

## STAFF-RELATED DATA ELEMENTS

## FACULTY ACTIVITY DATA

| DED No. | Title |
|---|---|
| 4401 | Activity Category |
| 4402 | Activity Full-Time Equivalent |
| 4403 | Program Identifier |
| 4404 | Program Category Identifier |
| 4405 | Activity Outcome Category |
| 4406 | Course Identifier |
| 4407 | Section Identifier |
| 4408 | Activity Beginning Date |
| 4409 | Activity Ending Date |

This block of data may have multiple occurrences for a single staff member. A separate block of data is recommended for each activity of a staff member. These elements should be linked together.

# DATA ELEMENT DICTIONARY

4401

ELEMENT NUMBER

**ELEMENT TITLE:** Activity Category

**DEFINITION:**

A code that describes the activities that faculty member typically performs.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category |
|---|---|
| A.1 | Scheduled Teaching |
| A.2 | Unscheduled Teaching |
| A.3 | Academic Program Advising |
| A.4 | Course and Curriculum Research and Development |
| B.1 | Specific Projects |
| B.2 | General Scholarship and Professional Development |
| C.1 | Student-Oriented Service |
| C.2 | Administrative Duties |
| C.3 | Committee Participation |

This element will occur after the fact for each activity that the faculty member has performed.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4402

**ELEMENT NUMBER**

**ELEMENT TITLE:** Activity Full-Time Equivalent

**DEFINITION:**

The full-time equivalent (FTE) proportion, as defined by institutional standards, that a faculty member devotes to the accomplishment of a specific activity.

**CODES, CATEGORIES, AND COMMENTS:**

E.g.: 1 FTE = "100"
½ FTE = "050"

This element will occur after the fact for each activity that the faculty member has performed.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4403

ELEMENT NUMBER

**ELEMENT TITLE:** Program Identifier

**DEFINITION:**

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the activity contributes.

**CODES, CATEGORIES, AND COMMENTS:**

The first two digits of the Program Classification Structure code.

This element is linked to elements 4404 and 4405. This element corresponds to elements 1008, 2205, and 3007, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4404
**ELEMENT NUMBER**

**ELEMENT TITLE:** Program Category Identifier

**DEFINITION:**

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the employee's activities contribute.

**CODES, CATEGORIES, AND COMMENTS:**

Program categories for the Instruction Program, the Organized Research Program, and the Public Service Program (excluding cooperative extension service) correspond to the standard taxonomy of fields of study used in the Taxonomy of Instructional Programs in Higher Education (Huff and Chandler, 1970). Refer to Appendix 1.

This element is linked to elements 4403 and 4405. This element corresponds to elements 1009, 2206, and 3308, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4405
ELEMENT NUMBER

**ELEMENT TITLE:** Activity Outcome Category

**DEFINITION:**

Those intended products, events, and/or conditions produced by the activity described by this block of data elements that potentially can affect one or more beneficiary groups.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category | Definition |
|---|---|---|
| 1 | Student Growth and Development | Results and benefits of activities that contribute to enhancing personal, social, academic and/or career aspects of students who are registered in the institution. |
| 2 | Development of New Knowledge and Art Forms | Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art in society. |
| 3 | Community Service and Development | Results and benefits of activities that contribute to educational growth in and provide short- or long-term utility to the non-academic community. |
| 4 | Inseparable Combination of 1, 2, and 3 | Results and benefits of activities that contribute to student growth and development, creation of new knowledge and art forms, and community service and development and cannot be separate. (It is preferable to separate these if possible.) |

This data element would have a multiple occurrence if the activity results in multiple outcomes.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4406

ELEMENT NUMBER

**ELEMENT TITLE:** Course Identifier

**DEFINITION:**

Official institutional number or other identifier that serves to uniquely identify a course.

**CODES, CATEGORIES, AND COMMENTS:**

The code may include prefix and/or suffix.

This element is linked to element 4408.

This element corresponds to elements 1004 and 5402 and should be consistent throughout all uses and files.

If the particular activity described in this block of data elements is not a course, then this element and the succeeding one are not needed.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

4407

ELEMENT NUMBER

**ELEMENT TITLE:** Section Identifier

**DEFINITION:**

Official institutional number or other identifier that serves to uniquely identify the section of the course.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to element 4407.

This element corresponds to elements 1101 and 5403, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 4408 | ELEMENT NUMBER |

**ELEMENT TITLE:** Activity Beginning Date

**DEFINITION:**

Calendar date when this activity is/was scheduled to begin.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., September 4, 1973 = 730904.

See Appendix 5.

This element is linked to element 4410.

If historical data are available, and the actual beginning date differs from the scheduled date, use the historical data.

**USES:**

**DATE ISSUED:** April 1973

# DATA ELEMENT DICTIONARY

4409

ELEMENT NUMBER

**ELEMENT TITLE:** Activity Ending Date

**DEFINITION:**

The calendar date when this activity is/was scheduled to end.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., April 5, 1973 = 730405.

See Appendix 5.

This element is linked to element 4409.

If historical data are available, and the actual ending date differs from the scheduled ending date, use the historical data.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY: STUDENT

## STUDENT-RELATED DATA ELEMENTS

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## Part V

## CHAPTER I

## STUDENT-RELATED DATA ELEMENTS

## DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to students who are enrolled at or have applied to the institution.

For purposes of the Data Element Dictionary, a student is defined as:

> *An individual who has formally applied for admission to the institution.*

or:

> *An individual who is making a demand on the instructional resources of the institution.*

The student-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. *The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.* The five blocks of student-related data elements are:

1. 5001-5099 Demographic and Biographical Data

   This block defines a series of data elements that describe the student's current demographic and biographical characteristics.

2. 5101-5199 Previous Educational Experience Data

   This block of data elements is designed to define information about each previous educational experience of the student.

3. 5201-5299 Admittance Data

   This block of data elements is designed to define information regarding the student's admission to a specific institutional program. This block, or the appropriate subset thereof, should be generated for each attempted admission by the student.

4. 5301-5399 Term Data

   This block of data elements is designed to define information about a student for each term (quarter, semester, etc.) that the student is enrolled in a course.

5. 5401-5499 Course Data

   This block of data elements is designed to define information about each course attempted by the student. These data elements are typically used for generating student transcripts.

Most planning instruments recommend that data blocks 2-5 be maintained historically. These five data blocks would be arranged in a hierarchy as illustrated below:

Demographic and Biographical Data
    ·Previous Educational Experience
        Admittance Data
            ·Term Data
                -Course Data

Thus, each student (or applicant) would have one Demographic and Biographical block of data elements along with one or more Previous Educational Experience data blocks. In addition, each student would have one or more Admittance data blocks with each Admittance block having one or more Term data blocks associated with it. Similarly, each Term data block would have multiple Course data blocks associated with it.

Institutions should structure their data bases so as to link these five data blocks appropriately.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second

digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.

2. Element Title: A brief identification of the data element.

3. Definition: A brief description of the data element.

4. Codes, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

5. Uses: An identification of various planning documents that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by a planning instrument. Most data elements fall into this latter category.

6. Date Issued: Indicates the calendar date that the planning team released this version of the data element. Planners may wish to use this space for those data elements they have added to the Data Element Dictionary.

## Part V

## CHAPTER II

## STUDENT-RELATED DATA ELEMENTS

## INDICES

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| Admission Action Date | 5209 | 5.5.10 |
| Admission Application Date | 5202 | 5.5.3 |
| Admission Request - Campus | 5203 | 5.5.4 |
| Admission Request - Degree/Diploma/Certificate Type | 5206 | 5.5.7 |
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| Data Element | DED No. | Page |
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| Contact - Relationship | 5014 | 5.3.16 |
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| Data Element | DED No. | Page |
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## Part V

## CHAPTER III

## STUDENT-RELATED DATA ELEMENTS

## DEMOGRAPHIC AND BIOGRAPHICAL DATA

| DED No. | Title |
|---|---|
| 5001 | Name |
| 5002 | Student Identification Number |
| 5003 | Social Security Number |
| 5004 | Sex |
| 5005 | Birth Date |
| 5006 | Citizenship |
| 5007 | Civil Rights Racial Category |
| 5008 | Geographic Origin - County |
| 5009 | Marital Status |
| 5010 | Housing Status |
| 5011 | Residency Status |
| 5012 | Type of Contact |
| 5013 | Contact - Name |
| 5014 | Contact - Relationship |
| 5015 | Contact - Street/Apartment |
| 5016 | Contact - City |
| 5017 | Contact - Telephone Number |
| 5018 | Identification Number - Student Personnel |

| DED No. | Title |
|---|---|
| 5019 | Mother's Occupation |
| 5020 | Father's Occupation |
| 5021 | Mother's Education |
| 5022 | Father's Education |
| 5023 | Family Income |

A separate block of data should be collected for each student. It should be linked together.

# DATA ELEMENT DICTIONARY

5001

**ELEMENT NUMBER**

**ELEMENT TITLE:** Name

**DEFINITION:**

The legal combination of words by which the student is known.

**CODES, CATEGORIES, AND COMMENTS:**

Literal text, which may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

This element should be linked to elements 5002 and 5003.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5002

ELEMENT NUMBER

**ELEMENT TITLE:** Student Identification Number

**DEFINITION:**

The official number that serves to uniquely identify the student.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 5001 and 5003.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5003
ELEMENT NUMBER

**ELEMENT TITLE:** Social Security Number

**DEFINITION:**

The number assigned to an individual under the Federal Insurance Contribution Act.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 5001 and 5002.

This element is not necessary if the Social Security Number is used as the Student Identification Number (element 5002).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5004

ELEMENT NUMBER

**ELEMENT TITLE:** Sex

**DEFINITION:**

The sex of the student.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category |
|---|---|
| M | Male |
| F | Female |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

**ELEMENT NUMBER:** 5005

**ELEMENT TITLE:** Birth Date

**DEFINITION:**

The calendar date of birth as designated on the individual's legal birth registration or certificate.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., December 27, 1943 = 431227.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 5006 | ELEMENT NUMBER |

**ELEMENT TITLE:** Citizenship

**DEFINITION:**

The code that indicates the student's nationality and visa type, if appropriate.

**CODES, CATEGORIES, AND COMMENTS:**

First two characters are country -- see Appendix 3. Third and fourther characters are reserved for visa type -- see Appendix 7.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5007
ELEMENT NUMBER

**ELEMENT TITLE:** Civil Rights Racial Category

**DEFINITION:**

An indication of the student's ethnic origin.

**CODES, CATEGORIES, AND COMMENTS:**

Civil rights compliance reporting requires the following categories:

| Code | Category |
|---|---|
| 1 | Asian American/Oriental |
| 2 | Native American/American Indian |
| 3 | Black/Negro |
| 4 | Spanish-Surnamed American* |
| 5 | All Other (Include Caucasian) |
| 6 | Refuse to Indicate |

*Includes all students of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code

| Code | | |
|---|---|---|
| 1 | Asian American/ Oriental | Students who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent. |
| 2 | Native American/ American Indian | Students who identify themselves ethnically as being of Native American Indian descent, descent, including Canadian and Alaskan Natives. Does not include White Americans. |
| 3 | Black American/ Negro | Students who identify themselves ethnica-ly as being of Black or Afro-American descent. |
| 4 | Chicano/Mexican American | Students who identify themselves as being of Chicano or Mexican American descent. |
| 5 | All Other American Ethnic Minorities | Students who identify themselves ehtnically with a minority group other than those listed above, such as: Puerto Rican, Cuban, Spanish, or Latin Americans, etc. |
| 6 | White American | Students who identify themselves as native born U.S. Citizens of European descent. |
| 7 | Foreign Students | Students who carry F or J visas. |
| 8 | Refuse to Indicate | Students who decline to indicate ethnic background. |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| |
|---|
| 5008 |
| ELEMENT NUMBER |

**ELEMENT TITLE:** Geographic Origin - County

**DEFINITION:**

An institutionally defined code for the county in which the student resided at the time of first admission to the institution.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5009
ELEMENT NUMBER

**ELEMENT TITLE:** Marital Status

**DEFINITION:**

The legal status of the student with respect to wedlock.

**CODES, CATEGORIES, AND COMMENTS:**

For most institutions,"Single" or "Married" may be sufficient categories.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5010

**ELEMENT NUMBER**

**ELEMENT TITLE:** Housing Status

**DEFINITION:**

An institutionally defined classification of the type of housing in which the student resides.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include private housing, at home or not at home.

**USES:**

**DATE ISSUED:** April 1976

5011

**ELEMENT NUMBER**

# DATA ELEMENT DICTIONARY

**ELEMENT TITLE:** Residency Status

**DEFINITION:**

A code for the legal residence of the student with respect to geographic origin at the time of first admission to the institution.

**CODES, CATEGORIES, AND COMMENTS:**

This designation is usually used to determine the student's rate of tuition and fee payment.

| Category | Description |
|---|---|
| In-District | Students who live within a school district and are attending in the district of their residence. |
| Out-of-District | Students who live in a school district other than the one in which they are attending. |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5012

**ELEMENT NUMBER**

**ELEMENT TITLE:** Type of Contact

**DEFINITION:**

The type of individual and address for which the following address elements are applicabe.

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category |
|---|---|
| P | Parent or Legal Guardian's Address |
| L | Student Local Address |
| M | Student Permanent Address |
| E | Emergency Notification |

The above codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate. All address-related data elements (elements 5013-5021) can be expected to have multiple occurrences.

The address-related data elements should be linked together for each address on file.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5013
**ELEMENT NUMBER**

**ELEMENT TITLE:** Contact - Name

**DEFINITION:**

The legal combination of words by which this contact is known.

**CODES, CATEGORIES, AND COMMENTS:**

Literal text, which may include the following sub-elements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

This element is not necessary if type of contact is student local address or student permanent address.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5014

**ELEMENT NUMBER**

**ELEMENT TITLE:** Contact - Relationship

**DEFINITION:**

The individual's relationship to the student, if appropriate.

**CODES, CATEGORIES, AND COMMENTS:**

Name or abbreviation. (Father, Spouse, Guardian, etc.)

This element is not necessary if type of contact is student local address or student permanent address.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5015
**ELEMENT NUMBER**

**ELEMENT TITLE:** Contact - Street/Apartment

**DEFINITION:**

The U.S. Postal Service designation of the address or P.O. Box number where the individual may be found or reached.

**CODES, CATEGORIES, AND COMMENTS:**

Literal list, which may include:

a. House Number
b. Apartment Number
c. Street
d. Post Office Box Number

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5016
**ELEMENT NUMBER**

**ELEMENT TITLE:** Contact - City

**DEFINITION:**

The city in which the individual may be found or reached.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 5017 | |
| ELEMENT NUMBER | |

**ELEMENT TITLE:** Contact - Telephone Number

**DEFINITION:**

The telephone number of the individual's place of residence or that telephone number through which he or she may be reached.

**CODES, CATEGORIES, AND COMMENTS:**

Actual telephone number. Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5018

ELEMENT NUMBER

**ELEMENT TITLE:** Identification Number - Student Personnel

**DEFINITION:**

The official institutional number that serves to uniquely identify student employees.

**CODES, CATEGORIES, AND COMMENTS:**

The individual's Social Security Number is typically used. This element corresponds to element 4019 and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5019

ELEMENT NUMBER

**ELEMENT TITLE:** Mother's Occupation

**DEFINITION:**

The occupational category of the student's mother.

**CODES, CATEGORIES, AND COMMENTS:**

The following categories and definitions represent one possible set recommended for use.

| Code | Cateogory | Definition |
|---|---|---|
| 1 | Officials and Managers | Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations. |
| 2 | Professional | Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. |
| 3 | Technician | Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post-high school education or through equivalent on-the-job training. |
| 4 | Sales Worker | Occupations engaging wholly or primarily in direct selling. |
| 5 | Office and Clerical | Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual. |
| 6 | Craftsman (Skilled) | Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. |

(continued)

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5019B
**ELEMENT NUMBER**

**ELEMENT TITLE:**

**DEFINITION:**

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category | Definition |
|---|---|---|
| 7 | Operative<br>(Semiskilled) | Workers who operate machines or processing equipment or perform other factory-type duties or intermediate skill levels that can be mastered in a few weeks and require only limited training. |
| 8 | Laborer (Unskilled) | Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. |
| 9 | Service Worker | Workers in both protective and nonprotective service occupations. |
| 10 | Homemaker | |
| 11 | Other | |

An alternative set of categories may be equally appropriate.

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

5020
ELEMENT NUMBER

**ELEMENT TITLE:** Father's Occupation

**DEFINITION:**

The occupational category of the student's father.

**CODES, CATEGORIES, AND COMMENTS:**

The following categories and definitions represent one possible set recommended for use.

| Code | Category | Definition |
|---|---|---|
| 1 | Officials and Managers | Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations. |
| 2 | Professional | Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. |
| 3 | Technicians | Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post-high school education or through equivalent on-the-job training. |
| 4 | Sales Worker | Occupations engaging wholly or primarily in direct selling. |
| 5 | Office and Clerical | Includes all clerical-type work regardless of level of difficulty, where the activities are predominately nonmanual. |
| 6 | Craftsman (Skilled) | Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. |

(continued)

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5020B

ELEMENT NUMBER

**ELEMENT TITLE:**

**DEFINITION:**

**CODES, CATEGORIES, AND COMMENTS:**

| Code | Category | Definition |
|---|---|---|
| 7 | Operative (Semiskilled) | Workers who operate machines or processing equipment or perform other factory-type duties or intermediate skill levels that can be mastered in a few weeks and require only limited training. |
| 8 | Laborer (Unskilled) | Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. |
| 9 | Service Worker | Workers in both protective and nonprotective service occupations. |
| 10 | Other | |

**USES:**

**DATE ISSUED:**

# DATA ELEMENT DICTIONARY

5021
**ELEMENT NUMBER**

**ELEMENT TITLE:** Mother's Education

**DEFINITION:**

An institutionally defined code that indicates the highest degree, diploma, or certificate earned by the student's mother.

**CODES, CATEGORIES, AND COMMENTS:**

Category

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Professional Degree
Master's Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5022

ELEMENT NUMBER

**ELEMENT TITLE:** Father's Education

**DEFINITION:**

An institutionally defined code that indicates the highest degree, diploma, or certificate earned by the student's father.

**CODES, CATEGORIES, AND COMMENTS:**

Category

No academic credential
High School diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Professional Degree
Master's Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5023

ELEMENT NUMBER

**ELEMENT TITLE:** Family Income

**DEFINITION:**

The adjusted gross annual income (as defined by the Internal Revenue Code) for a student's parents except where the income of one or both parents would not be relevant to a determination of such student's financial need.

**CODES, CATEGORIES, AND COMMENTS:**

Categories of dollar amount.

This element does not include the student's income unless he or she is self-supporting, and thus classified as "independent student."

Independent students' income should be stored in the data element, where such a student meets the following specifications:

(1) Has not and will not be claimed as an exemption for federal income tax purposes by any person except his or her spouse for the calendar year(s) in which aid is received and the calendar year prior to the academic year for which aid is requested.

(2) Has not received and will not receive financial assistance of more than $600 from his or her parent(s) in the calendar year(s) in which aid is received and the calendar year prior to the academic year for which aid is requested.

(3) Has not lived or will not live for more than 2 consecutive weeks in the home of a parent during the calendar year in which aid is received and the calendar year prior to the academic year for which aid is requested.

This element is also required for institutional participation in federal student financial aid programs.

This element may only be collected for students who are applying for financial aid.

**USES:**

**DATE ISSUED:** April 1976

## Part V

## CHAPTER IV

## STUDENT-RELATED DATA ELEMENTS

## PREVIOUS EDUCATIONAL EXPERIENCE DATA

| DED No. | Title |
|---|---|
| 5101 | Institution Name |
| 5102 | Institution Type |
| 5103 | Student Program/Major Field of Study |
| 5104 | Grade Point Average |
| 5105 | Beginning Date - Year |
| 5106 | Ending Date - Year |

a separate block of data should be collected for each educational experience.

# DATA ELEMENT DICTIONARY

5101

**ELEMENT NUMBER**

**ELEMENT TITLE:** Institution Name

**DEFINITION:**

The legal name of the institution.

**CODES, CATEGORIES, AND COMMENTS:**

The institution where the student attempted or completed the educational experience described in this block of data elements.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 5102 | ELEMENT NUMBER |

**ELEMENT TITLE:** Institution Type

**DEFINITION:**

An institutionally defined code that describes the type of institution described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5103
ELEMENT NUMBER

**ELEMENT TITLE:** Student Program/Major Field of Study

**DEFINITION:**

The diploma, or certificate program in which the student was enrolled or has completed.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5104

ELEMENT NUMBER

**ELEMENT TITLE:** Grade Point Average

**DEFINITION:**

The total number of credits attempted by the student during the educational experience described by this block of data elements divided into the total number of quality points earned.

**CODES, CATEGORIES, AND COMMENTS:**

Quality Point: A numerical value assigned to the grade a student received in a course in order to provide a quantitative determination of the student's scholarship. (AACRAO)

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

**ELEMENT NUMBER:** 5105

**ELEMENT TITLE:** Beginning Date - Year

**DEFINITION:**

The calendar year in which the educational experience described by this block of data elements began.

**CODES, CATEGORIES, AND COMMENTS:**

Two low-order digits of calendar year; e.g., 1972 = "72."

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5106

ELEMENT NUMBER

**ELEMENT TITLE:** Ending Date - Year

**DEFINITION:**

The calendar year in which the educational experience described by this block of data elements terminated.

**CODES, CATEGORIES, AND COMMENTS:**

Two low-order digits of calendar year; e.g., 1972 = "72."

This element is not needed if the degree/diploma/certificate was awarded, since that information is recorded in data element 5105.

**USES:**

**DATE ISSUED:** April 1976

## Part V

## CHAPTER V

## STUDENT-RELATED DATA ELEMENTS

## ADMITTANCE DATA

| DED No. | Title |
|---|---|
| 5201 | Admission - Date Valid |
| 5202 | Admission Application Data |
| 5203 | Admission Request - Campus |
| 5204 | Admission Request - Student Level |
| 5205 | Admission Request - Student Status |
| 5206 | Admission Request - Degree/Diploma/Certificate Type |
| 5207 | Admission Request - Student Program/Major Field of Study |
| 5208 | Admission Action |
| 5209 | Admission Action Date |
| 5210 | Expected Completion Date |

The elements pertaining to admissions data should be linked together.

# DATA ELEMENT DICTIONARY

5201
ELEMENT NUMBER

**ELEMENT TITLE:** Admission - Date Valid

**DEFINITION:**

Calendar date when the admission request described in this block of data elements was or will be effective.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., February 23, 1974 = 740223.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5202

ELEMENT NUMBER

**ELEMENT TITLE:** Admission Application Date

**DEFINITION:**

The calendar date on which the application form submitted by the student was received.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., November 15, 1973 = 731115.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5203
ELEMENT NUMBER

**ELEMENT TITLE:** Admission Request - Campus

**DEFINITION:**

The campus to which the student is making application.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5204

ELEMENT NUMBER

**ELEMENT TITLE:** Admission Request - Student Level

**DEFINITION:**

The student's entering academic level.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5205

ELEMENT NUMBER

**ELEMENT TITLE:** Admission Request - Student Status

**DEFINITION:**

An institutionally defined code which indicates the student's status with regard to admission at this institution.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5206

ELEMENT NUMBER

ELEMENT TITLE: Admission Request - ~~Degree~~/Diploma/Certificate Type

DEFINITION:

The type of ~~degree~~/diploma/certificate program for which the student is applying.

CODES, CATEGORIES, AND COMMENTS:

USES:

DATE ISSUED: April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 5207 | ELEMENT NUMBER |

**ELEMENT TITLE:** Admission Request - Student Program/Major Field of Study

**DEFINITION:**

An institutionally defined code that indicates the field of primary emphasis for the admission request described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 5208 | |
| ELEMENT NUMBER | |

**ELEMENT TITLE:** Admission Action

**DEFINITION:**

The type of action taken with regard to the student's application for admission.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: Incomplete, Being evaluated, Accepted for admission, Denied admission.

These categories are institutionally defined.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5209

ELEMENT NUMBER

**ELEMENT TITLE:** Admission Action Date

**DEFINITION:**

The calendar date on which action was taken on the admission request described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., January 29, 1974 = 740129.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5210

ELEMENT NUMBER

**ELEMENT TITLE:** Expected Completion Date

**DEFINITION:**

The year/month in which the student expects to complete the academic objectives to which this admission request pertains.

**CODES, CATEGORIES, AND COMMENTS:**

Four-digit numeric code -- YYMM; e.g., June 1976 = 7606.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

Part V

CHAPTER VI

## STUDENT-RELATED DATA ELEMENTS

## TERM DATA

| DED No. | Title |
|---|---|
| 5301 | Term Date - Beginning |
| 5302 | Term Date - Ending |
| 5303 | Student Program/Major Field of Study - Current |
| 5304 | Advisor Identifier |
| 5305 | Student Level |
| 5306 | Enrollment Status |
| 5307 | Number of Hours Worked |
| 5308 | Termination Status |

This block of data elements is recommended for each student each term.

# DATA ELEMENT DICTIONARY

5301

ELEMENT NUMBER

**ELEMENT TITLE:** Term Date - Beginning

**DEFINITION:**

The calendar date on which this term begins.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., September 10, 1973 = 730910.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 5302 | ELEMENT NUMBER |

**ELEMENT TITLE:** Term Date - Ending

**DEFINITION:**

The calendar date on which this term ends.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., January 28, 1974 = 740128.

See Appendix 5.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5303

ELEMENT NUMBER

**ELEMENT TITLE:** Student Program/Major Field of Study - Current

**DEFINITION:**

The student's stated major field of concentration at the time of this registration.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5304

**ELEMENT NUMBER**

**ELEMENT TITLE:** Advisor Identifier

**DEFINITION:**

The staff identification number of the student's advisor for this term.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 4002 and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5305
**ELEMENT NUMBER**

**ELEMENT TITLE:** Student Level

**DEFINITION:**

The total accredited work by a student which reflects his or her level of progress toward a diploma.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5306

**ELEMENT NUMBER**

**ELEMENT TITLE:** Enrollment Status

**DEFINITION:**

The student's current standing with regard to his/her attendance experience at the institution.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5307

**ELEMENT NUMBER**

**ELEMENT TITLE:** Number of Hours Worked

**DEFINITION:**

The number of hours per week that the student is employed during this term.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of hours.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5308

ELEMENT NUMBER

**ELEMENT TITLE:** Termination Status

**DEFINITION:**

An institutionally defined code for the status of the student when he/she terminated student status at the institution.

**CODES, CATEGORIES, AND COMMENTS:**

This element includes departures occurring both during the term and after the term has ended.

| CATEGORY | DESCRIPTION |
|---|---|
| Clear Status | The student voluntarily chose to leave the institution and is eligible to re-enter the institution at any point in time in the future. |
| Not Clear Status | The Student was required by the institution to leave and is subject to specific rules and regulations governing readmission designated by the Unit Described.<br>(a) Academically Suspended or Dropped: The student was required to leave the institution due to unsatisfactory academic performance.<br>(b) Other: The student was required to leave the institution for some reason other than unsatisfactory academic performance (e.g. disciplinary suspension ) |
| Program Completer | A student who has met all institutional and course of study requirements for eligibility to be awarded a diploma by the institution. |

**USES:**

**DATE ISSUED:** April 1976

Part V

## CHAPTER VII

## STUDENT-RELATED DATA ELEMENTS

## COURSE DATA

| DED No. | Title |
|---|---|
| 5401 | Course Title |
| 5402 | Course Identifier |
| 5403 | Section Identifier |
| 5404 | Course Credits |
| 5405 | Grade Received |

This block of data elements is recommended on each course that a student is enrolled in.

# DATA ELEMENT DICTIONARY

| | |
|---|---|
| 5401 | ELEMENT NUMBER |

**ELEMENT TITLE:** Course Title

**DEFINITION:**

The official name for this course as it appears in the institutional catalog.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 1005 and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5402

ELEMENT NUMBER

**ELEMENT TITLE:** Course Identifier

**DEFINITION:**

Official institutional number or other code that serves to uniquely identify a course.

**CODES, CATEGORIES, AND COMMENTS:**

The code may include prefix and/or suffix. This element is linked to element 5403. This element corresponds to elements 1004 and 4407, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

302

# DATA ELEMENT DICTIONARY

5403

ELEMENT NUMBER

**ELEMENT TITLE:** Section Identifier

**DEFINITION:**

Official institutional number or other code that serves to uniquely identify the section of a course.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 5401 and 5402. This element corresponds to elements 1101 and 4408, and should be consistent throughout all uses and files.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5404

ELEMENT NUMBER

**ELEMENT TITLE:** Course Credits

**DEFINITION:**

The numerical credit value offered for a course.

**CODES, CATEGORIES, AND COMMENTS:**

Actual credit, to hundredths, registered for by the student.

This element corresponds to element 1011 and should be consistent throughout all uses and files.

| | |
|---|---|
| Course Credits Attempted - | The total credits or credit equivalents generated by a student as of the census date of the institution. Credits Attempted excludes credits attempted by academic exemption test (e.g., CLEP). |
| Course Credits Earned - | The total number of credits or credit equivalents awarded to a student for credit toward a degree for the successful completion of an instructional activity. The number of credits earned is usually equal to the number of credits offered for the course, i.e., course credits. |

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

5405
ELEMENT NUMBER

**ELEMENT TITLE:** Grade Received

**DEFINITION:**

The institutionally defined rating or evaluation of the student's achievement for this course in terms of the institution's grading system.

**CODES, CATEGORIES, AND COMMENTS:**

Actual grade including "+" or "-", if appropriate.

Grading system typically includes code for enrolled students that did not receive a grade for the course (i.e., withdrawn-pass, withdrawn, fail, incomplete, etc.).

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY: COMMUNITY

# COMMUNITY-RELATED DATA ELEMENTS

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## Part VI

## CHAPTER I

## COMMUNITY - RELATED DATA ELEMENTS

## DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to communities which affect the educational institution.

For purposes of the Data Element Dictionary, a community is defined as:

> a geographic area from which students are drawn or which provides significant placement opportunities or from which significant funding is derived.

The community-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The three blocks of community-related data elements are:

1. 6001-6099 Community Subdivisions and Demographic Data

   This block of data elements is designed to define community titles and define information about each community's demographic characteristics.

2. 6100-6199 Community Employment and Placement Data

   This block of elements is designed to define information related to Employment and placement opportunities in each community.

3. 6200-6299 Community Financial Data

   This block of elements is designed to define information related to the financial characteristics of each governmental unit defined as a community.

# Part VI

# CHAPTER II

## COMMUNITY-RELATED DATA ELEMENTS

## INDICES

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| Data Element | DED No. | Page |
|---|---|---|
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| Local Government payments | 6211 | 6.5.12 |
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| Median Family Income | 6008 | 6.3.9 |
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| Poverty level | 6009 | 6.3.10 |
| Public school children | 6011 | 6.3.12 |
| Total Black population | 6005 | 6.3.6 |
| Total Hispanic population | 6006 | 6.3.7 |

## Part VI

## CHAPTER III

# COMMUNITY-RELATED DATA ELEMENTS

## COMMUNITY DEMOGRAPHIC DATA

| DED No. | Title |
|---|---|
| 6001 | Community name |
| 6002 | Community Census Code |
| 6003 | Demographic data base year |
| 6004 | Community total population |
| 6005 | Total Black population |
| 6006 | Total Hispanic population |
| 6007 | Minority population - unspecified |
| 6008 | Median Family Income |
| 6009 | Poverty level |
| 6010 | Number of children |
| 6011 | Public school children |

# DATA ELEMENT DICTIONARY

6001

**ELEMENT NUMBER**

**ELEMENT TITLE:** Community name

**DEFINITION:**

The official name of a community To be included, the community must be a legal subdivision of government

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6002

ELEMENT NUMBER

**ELEMENT TITLE:** Community Census code

**DEFINITION:**

The number assigned to the community by the U.S. Bureau of the Census.

**CODES, CATEGORIES, AND COMMENTS:**

This is a six-digit number assigned to every minor civil division and used to identify that local government for census purposes.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6003
**ELEMENT NUMBER**

**ELEMENT TITLE:** Demographic data base year

**DEFINITION:**

The year in which demographic data has been collected. for example, data collected by the 1970 Census would have the data element "1970".

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6004

ELEMENT NUMBER

**ELEMENT TITLE:** Community total population

**DEFINITION:**

The total population of the community as determined by the most recent census.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6005

**ELEMENT NUMBER**

**ELEMENT TITLE:** Total Black population

**DEFINITION:**

The total number of individuals characterized as "Negro" in the most recent census.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6006

**ELEMENT NUMBER**

**ELEMENT TITLE:** Hispanic population

**DEFINITION:**

The total number of individuals characterized as of "Hispanic origin" in the most recent census.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6007
**ELEMENT NUMBER**

**ELEMENT TITLE:** Minority population - unspecified

**DEFINITION:**

Total population of a minority group to be specified by the user, from the most recent census.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6008

**ELEMENT NUMBER**

**ELEMENT TITLE:** Median Family Income

**DEFINITION:** The median family income for each community defined in data element no. 6001.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6009
ELEMENT NUMBER

**ELEMENT TITLE:** Poverty level

**DEFINITION:**

The number of families in each community with incomes below the federally-defined poverty level in the most current census.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6010

ELEMENT NUMBER

**ELEMENT TITLE:** Number of children

**DEFINITION:**

The total number of persons between the ages of three and eighteen residing in the community as determined by the most recent census.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6011

**ELEMENT NUMBER**

**ELEMENT TITLE:** Public school children

**DEFINITION:**

The total number of persons between the ages of three and eighteen residing in the community that attend a public school.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

## Part VI

## CHAPTER IV

# COMMUNITY-RELATED DATA ELEMENTS

## EMPLOYMENT AND PLACEMENT DATA

| DED No. | Title |
|---|---|
| 6101 | Employer name |
| 6102 | Employer address - street |
| 6103 | Employer address - community |
| 6104 | Employer address - zip code |
| 6105 | Employer Standard Industrial Code |
| 6106 | Employer - total employed |
| 6107 | Employer - occupational employment |
| 6108 | Employer - occupational categories |
| 6109 | Employer - apprenticeship positions |
| 6110 | Employer - cooperative training positions |
| 6111 | Employer - occupational apprenticeship positions |
| 6112 | Employer - occupational coop training positions |

# DATA ELEMENT DICTIONARY

6101

ELEMENT NUMBER

**ELEMENT TITLE:** Employer name

**DEFINITION:**

The name of the corporation or business operating and maintaining employment within the planning area of the district.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6102
**ELEMENT NUMBER**

**ELEMENT TITLE:** Employer address - street

**DEFINITION:**

The U.S. Postal Service designation of the address where the employer is located.

**CODES, CATEGORIES, AND COMMENTS:**

The literal list may include:

1) Building number
2) street name

All address related elements should be linked together in a standard form usable for mailing address labels for the purpose of employer surveys.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6103

**ELEMENT NUMBER**

**ELEMENT TITLE:** Employer address - community

**DEFINITION:**

The legal name of the community where the employer is located.

**CODES, CATEGORIES, AND COMMENTS:**

This should be the legal name of the local government area where the firm is located.

This element is linked to element no. 6001

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6104

**ELEMENT NUMBER**

**ELEMENT TITLE:** Employer address - zip code

**DEFINITION:**

The Postal Service Zip Code designation for the area in which the employer is located.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6105

**ELEMENT NUMBER**

**ELEMENT TITLE:** Employer standard industrial code

**DEFINITION:**

The standard industrial code classification of the employing firm as determined by the latest edition of the Standard Industrial Code.

**CODES, CATEGORIES, AND COMMENTS:**

The Standard Industrial Code (SIC) is a five- digit number classifying firms on the basis of type of output.

The standard reference is: Standard Industrial Code

U.S. Dept. of Commerce.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6106

**ELEMENT NUMBER**

**ELEMENT TITLE:** Employer - total employed

**DEFINITION:**

The total number of employees of each firm identified in data element 6101.

**CODES, CATEGORIES, AND COMMENTS:**

The total number of employees includes all full and part-time workers.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6107

**ELEMENT NUMBER**

**ELEMENT TITLE:** Employer - occupational employment

**DEFINITION:**

The number employed in the first occupation matched to the vocational program code listed in data element no.

**CODES, CATEGORIES, AND COMMENTS:**

There is a separate data element for the employment for each occupation matched to a vocational program code.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6108
ELEMENT NUMBER

**ELEMENT TITLE:** Employer occupational categories

**DEFINITION:**

The number of employees of the firm in each occupational classification.

**CODES, CATEGORIES, AND COMMENTS:**

Linked to data element

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6109

ELEMENT NUMBER

**ELEMENT TITLE:** Employer - apprenticeship positions

**DEFINITION:**

The total number of apprenticeship postions at the employing firm for the most current year available

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6110

ELEMENT NUMBER

**ELEMENT TITLE:** Employer - cooperative training positions

**DEFINITION:**

The total number of cooperative training positions at the employing firm, for the current year.

**CODES, CATEGORIES, AND COMMENTS:**

"cooperative training position" is defined as a training opening in which the local education agency provides part of the trainig requirements and in which part of the training is conducted at the place of work.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6111
**ELEMENT NUMBER**

**ELEMENT TITLE:** Employer - Occupational apprenticeship positions

**DEFINITION:**

The number of apprenticeship positions at the employing firm for each occupation, for the most current year.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6112
ELEMENT NUMBER

**ELEMENT TITLE:** Employer - occupational cooperative training positions

**DEFINITION:**

The number of cooperative training positions at the employing firm for each occupation, for the most current year.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

## Part VI

## CHAPTER V

## COMMUNITY - RELATED DATA ELEMENTS

### COMMUNITY FINANCE DATA

| DED no. | Title |
|---|---|
| 6201 | Community State Equalized Valuation |
| 6202 | Community Residential valuation |
| 6203 | Community Commercial Valuation |
| 6204 | Community Industrial Valuation |
| 6205 | Other Valuation, total |
| 6206 | Local property tax millage |
| 6207 | Local property tax |
| 6208 | Other local taxes |
| 6209 | Local tax receipts |
| 6210 | Local government receipts |
| 6211 | Local government payments |

# DATA ELEMENT DICTIONARY

6201
**ELEMENT NUMBER**

**ELEMENT TITLE:** Community State Equalized Valuation

**DEFINITION:**

The Final state equalized value of all taxable property in the community.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

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# DATA ELEMENT DICTIONARY

6202
ELEMENT NUMBER

**ELEMENT TITLE:** Community residential valuation

**DEFINITION:**

The state equalized valuation of property in the community designated as residential.

**CODES, CATEGORIES, AND COMMENTS:**

Comment: In cases where the state equalized value is not available, a consistent percentage of true value should be used. This is normally the state's nominal value for assessed valuation as a percentage of true valuation.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6203

**ELEMENT NUMBER**

**ELEMENT TITLE:** Community commercial valuation

**DEFINITION:**

The state equalized valuation of property in the community designated as commercial.

**CODES, CATEGORIES, AND COMMENTS:**

see note for data element 6203.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6204
**ELEMENT NUMBER**

**ELEMENT TITLE:** Community industrial valuation

**DEFINITION:**

The state equalized valuation of property in the community designated as industrial.

**CODES, CATEGORIES, AND COMMENTS:**

see note for data element 6203.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6205

**ELEMENT NUMBER**

**ELEMENT TITLE:** Other valuation, total

**DEFINITION:**

The total of all other state equalized property valuation in the community, excluding residential, commercial and industrial.

**CODES, CATEGORIES, AND COMMENTS:**

see note for data element 6203.

This data element will include all such valuations as timber, utilities and mineral deposits which are designated as separate categories.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6206
ELEMENT NUMBER

**ELEMENT TITLE:** Local property tax millage

**DEFINITION:**

The total local property tax millage levied in the community. does not include school taxes or state taxes. May include millage for counties and special assessment districts.

**CODES, CATEGORIES, AND COMMENTS:**

Millage is expressed as a four-digit number with two decimal places: e.g. 13.70

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6207

**ELEMENT NUMBER**

**ELEMENT TITLE:** Local property tax

**DEFINITION:**

The total amount received from local property tax levies, excluding school district taxes and state taxes. May include taxes for counties and special assessment districts.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6208

ELEMENT NUMBER

**ELEMENT TITLE:** Other local taxes

**DEFINITION:**

The total amount received from local sales, excise and income taxes.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6209

**ELEMENT NUMBER**

**ELEMENT TITLE:** Local tax receipts

**DEFINITION:**

The amount received by the local education agency from each community tax base identified in data element 6001

**CODES, CATEGORIES, AND COMMENTS:**

This does not include transfers and payment for services from local government.

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6210
ELEMENT NUMBER

**ELEMENT TITLE:** Local government receipts

**DEFINITION:**

The total amount received from each local government for transfers and services rendered by the local education agency.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

# DATA ELEMENT DICTIONARY

6211
**ELEMENT NUMBER**

**ELEMENT TITLE:** Local government payments

**DEFINITION:**

Total payments to each local government for transfer or services rendered by the local government.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** April 1976

## Products of the Long-Range Vocational Education Planning Projects

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A Ph.D. Program in Education Planning

Planning for Vocational Education: A Selected Bibliography

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